

Installation Manual

For Service Engineer

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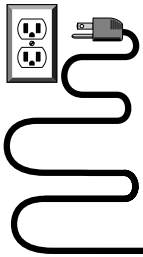
Setting up

Pick an installation spot

Where should you install your fax machine? The location should be:

- **Clean** — Dust buildup can damage your machine. (However, do not use a cover!)
- **In the open** — Allow at least 12 inches (30 cm) of clearance around your machine. Be sure that you never cover the machine. Its vents must be able to “breathe.”
- **Away from direct sunlight** — This helps avoid overheating.
- **Dry** — Avoid any location where splatters or sprays (such as from a water fountain) could reach your fax machine.
- **Level, and vibration-free.**
- **Near a phone jack** — Your fax machine uses a standard (modular) telephone jack.
- **Near an AC power outlet** — The AC power cord is about 5 feet (1.5 m) long when stretched to its limit. The power cord should never be stretched to its limit.

Power tips

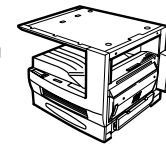


- **Make sure the outlet isn't controlled by a wall switch.** If it is, you'll risk occasional shutoffs to the machine, causing you to lose fax messages.
- **Don't use an outlet which also is supplying power to a large appliance,** such as a refrigerator or air conditioner. Such high-consumption appliances can cause “draw-downs” (temporary drops in the power available for other equipment on the circuit) which could damage your fax machine.
- **Use an electrical surge suppressor,** preferably one, which guards both telephone and electrical lines. This device helps to shield your fax machine from damaging high-voltage electrical surges.

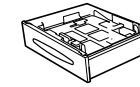
Unpacking



Main unit (Scanner unit)



Main unit (Printer unit)



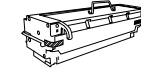
2nd paper cassette



Bypass tray



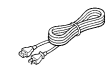
Toner bottle



Drum cartridge



Telephone line cord



AC power cord



Fixing screws



Protection sponges



Paper size / Cassette No. stickers



One-touch labels



Soft Key labels



Function icon label



Operating instructions



Installation Manual

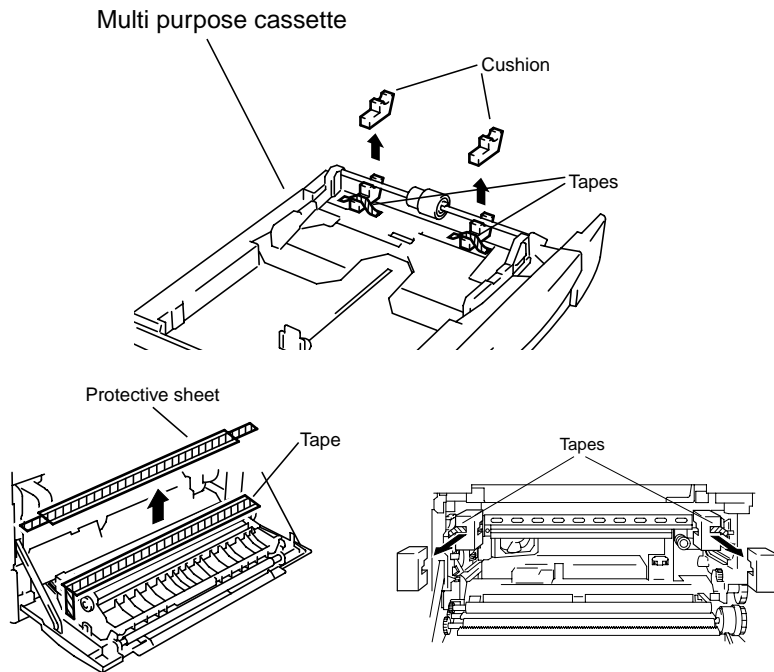
Included in your machine's packaging:

- | | |
|---|---|
| <input type="checkbox"/> Main unit (Scanner part) | <input type="checkbox"/> Fixing screws |
| <input type="checkbox"/> Main unit (Printer part) | <input type="checkbox"/> Protection sponges |
| <input type="checkbox"/> 2nd paper cassette | <input type="checkbox"/> Paper size / Cassette No. stickers |
| <input type="checkbox"/> Bypass tray | <input type="checkbox"/> One-touch labels |
| <input type="checkbox"/> Toner bottle | <input type="checkbox"/> Soft Key labels |
| <input type="checkbox"/> Drum cartridge | <input type="checkbox"/> Function icon label |
| <input type="checkbox"/> Telephone line cord | <input type="checkbox"/> Operating instructions |
| <input type="checkbox"/> AC power cord | <input type="checkbox"/> Installation manual (This book) |

Note: Be sure to save the box (or boxes) and packing materials for reshipment.

Installation

Peel off the all tapes and cushions from the machine.



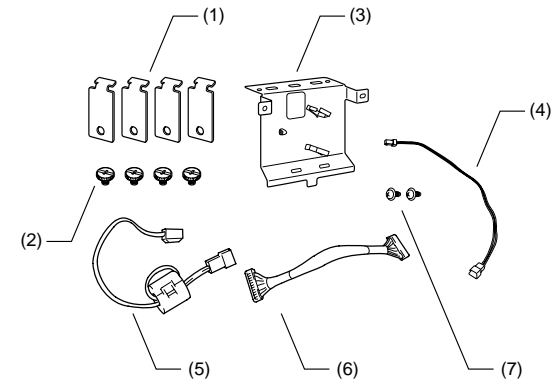
Note: Remove the cushions carefully. The eraser lamp may be easily damaged.

Attaching the 2nd paper cassette

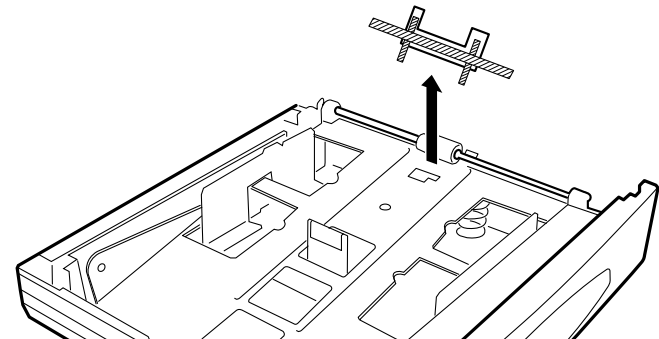
Unpacking

1 Remove the paper cassette from the box and check that the following accessories are contained in the box.

(1) Fixing plate	4
(2) Flat-head screw	4
(3) Bracket	1
(4) Power supply harness 2	1
(5) Power supply harness 1 (with core)	1
(6) Harness	1
(7) Screw	2

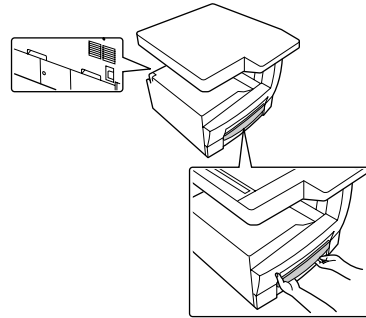


2 Remove the packing materials.

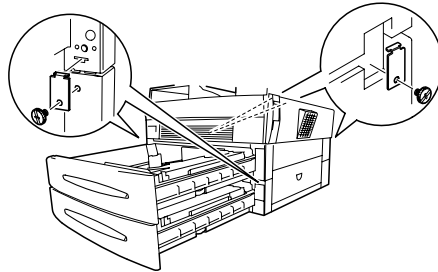


Installing 2nd paper cassette

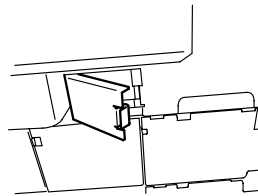
- 1** Grasp the front and rear handles of the machine and set it on the paper cassette.



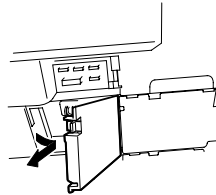
- 2** Pull out the multipurpose cassette and paper cassette on your unit. Using the four enclosed fixing plates and flat-head screws furnished with the paper cassette, secure the paper cassette to the machine.



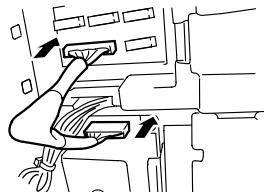
- 3** Remove the connector cover from the back side of the machine.



- 4** Remove the rear cover from the paper cassette.



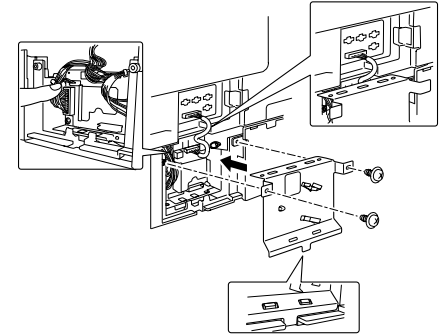
- 5** Connect the harness furnished with the paper cassette to the machine and the paper cassette.



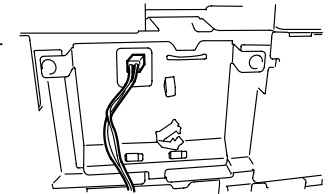
- 6** Attach the bracket with care wedging the harness connected.

Note: Push the harness into a recess in the rear as illustrated to ensure easy and proper installation of the bracket.

Note: Make sure that the tabs on the base plate of the paper cassette fit into the slits in the bottom of the bracket.

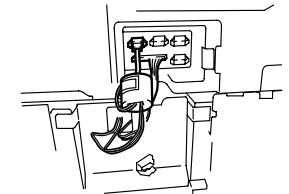


- 7** Accessing through the hole in the bracket, connect the connector (white portion) of power supply harness 1 (with a core).

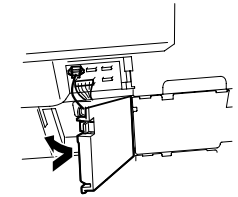


- 8** Connect the connector (black portion) of power supply harness 1 (with a core) to the machine.

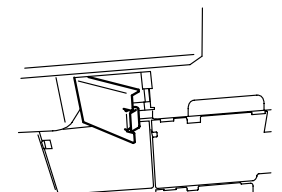
Note: The connector of power supply harness 1 (with a core) may be connected to any one of the receptacles on the machine.



- 9** Reattach the rear cover of paper cassette.



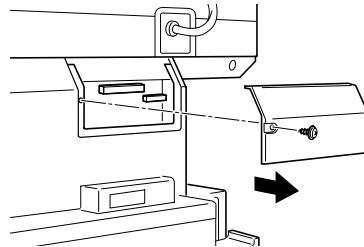
- 10** Reattach the connector cover of the machine.



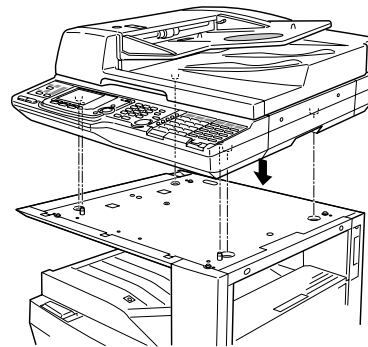
Joining Scanner unit and Printer unit

Important: Be sure that you do **not** turn the power on until after you have removed the transport screws (in step 5). Otherwise, damage could result.

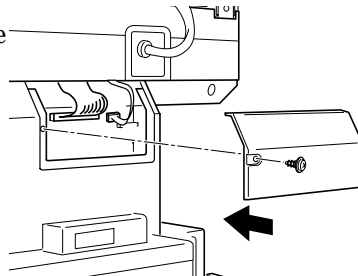
- 1** Remove one screw, then remove the connect cover.



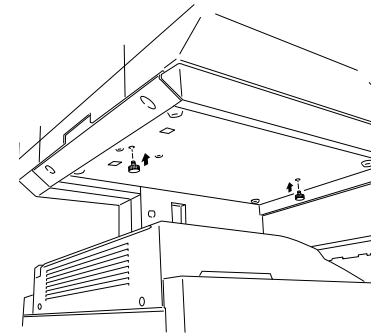
- 2** Put the scanner unit on the printer unit. Set the pins on the printer unit into the pin holes under the scanner unit.



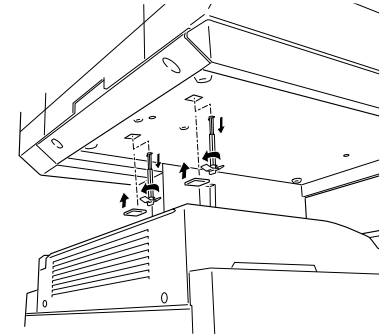
- 3** Attach the two connectors of the scanner unit to the printer unit, then re-attach the connect cover with one screw.



- 4** Fix the scanner unit and the printer unit with two fixing screws.



- 5** Remove two transport screws by turning them 90°. Attach protection sponges on each transport screw hole.

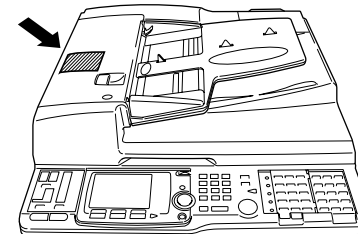


IMPORTANT: BEFORE YOU USE THE MACHINE, YOU MUST TURN OFF THE TRANSPORT MODE (see page 7).

Note: Be sure to save the screws for reshipment. If you must ship your machine for some reason, turn on the transport mode, turn the power off and then undo the above procedures.

Affixing the Function icon label

Attach the function icon label on the ADF cover as illustrated below:



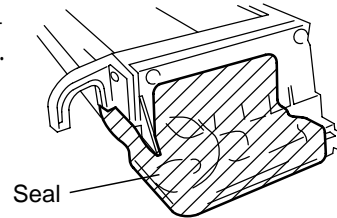
Installing the printing supplies

This machine prints incoming faxes and copies with a laser print engine. The engine requires two types of printing supplies (sometimes also called consumables):

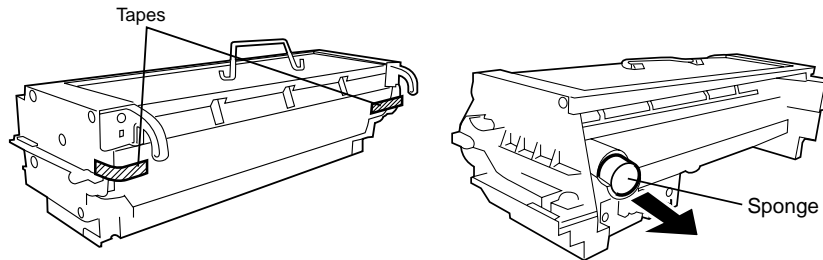
- The *drum cartridge* — It yields 74,000 normal letter- or A4-sized printouts. By “normal,” we’re referring to the amount of text and/or graphics on each page. This is based on an industry-standard test document.
- The *toner bottle* — It yields 11,000 “normal” letter- or A4-sized printouts.

Installing the drum cartridge

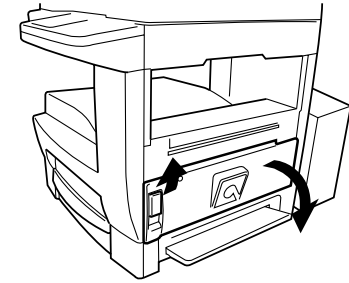
- 1 Unpack the new drum cartridge from its carton. Then remove the seal from the cartridge.



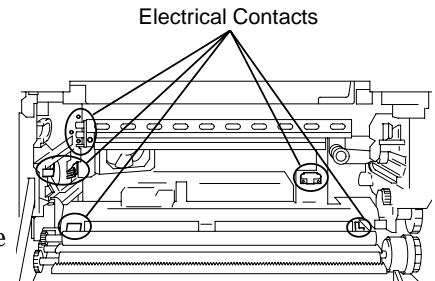
- 2 Remove two pieces of tape and sponge (rear) from the drum cartridge.



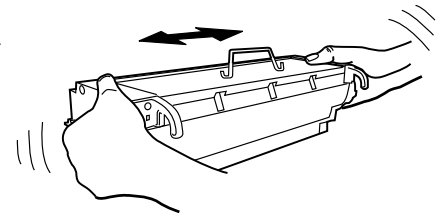
- 3 Pull up the printer cover release and open the printer cover.



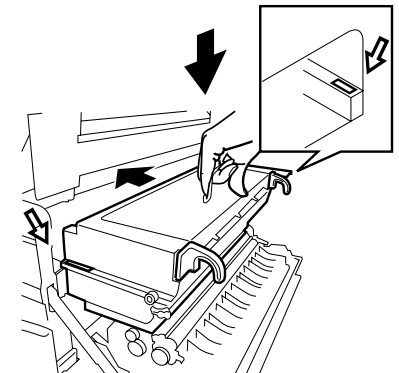
Important: Never touch the electrical contacts inside the printer cover and under the drum cartridge, as an electrostatic discharge may damage the machine.



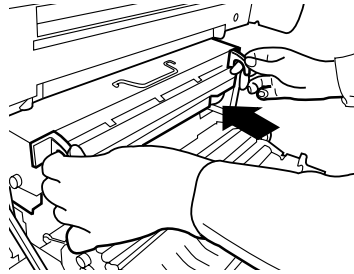
- 4 Shake the new drum cartridge horizontally.



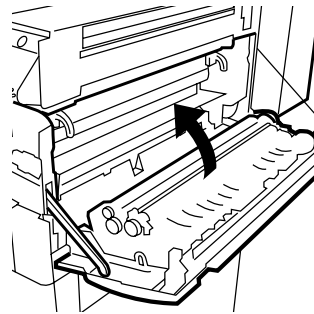
- 5 Align the green labels on both ends of the new drum cartridge with the green labels on the rails of the machine and set it to the machine.



- 6** Grasp the handles and push the drum cartridge into the machine until it clicks.



- 7** Close the printer cover.

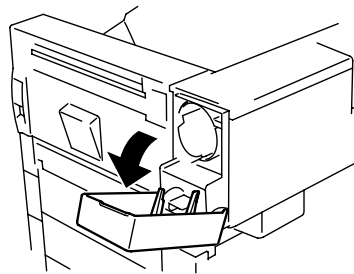


Installing the toner bottle

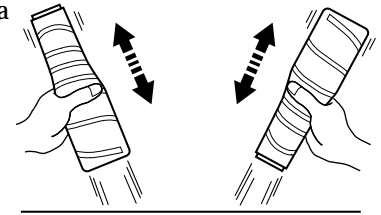
Note: Use **ONLY** the specified toner for this machine. Using any other toner could result in trouble.

Note: Be careful not to drop the toner bottle from 1 m (about 40 inches) or more height. It may cause damage to the toner bottle.

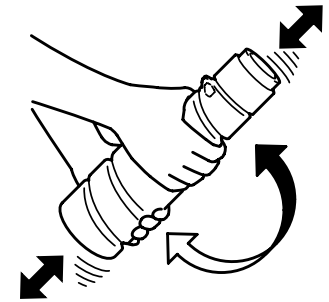
- 1** Open the toner bottle cover.



- 2** Sharply tap the new toner bottle against a desk or other hard surface four or five times. Then turn the toner bottle upside down and tap it the same way again.

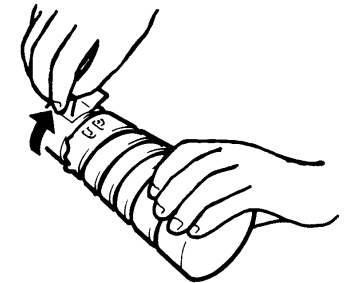


- 3** Shake the new toner bottle well and turn it over lengthwise five times.



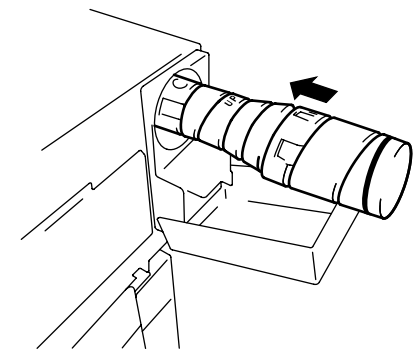
- 4** With the seal on the toner bottle facing up, slowly peel off the seal as shown at right:

Note: Be careful, some toner may puff out from the bottle.



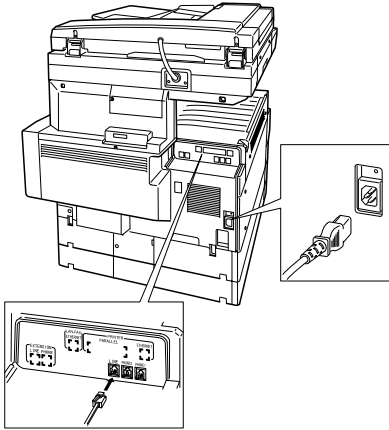
- 5** With the "UP" marking on top, insert and push the bottle up to the black line on it.

- 6** Close the toner bottle cover.



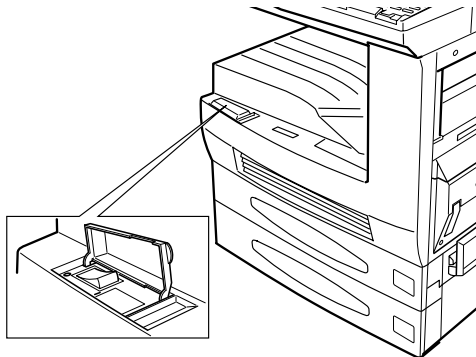
Plug in and power up

- 1 Plug one end of the telephone line cord into the **LINE** jack on the machine's rear side. Plug the other end of the cord into a standard telephone wall jack, just as you would plug in a phone.
- 2 Plug the non-pronged end of the AC power cord into the AC power cord jack on the rear side of the machine.
- 3 Plug the pronged end of the AC power cord into a standard electrical outlet.



- 4 Use the AC power switch to turn on your machine. The markings are international standards: I means on, O means off.

Important: BE SURE THAT YOU DO NOT TURN THE POWER ON IF YOU HAVE NOT REMOVED THE TRANSPORT SCREWS YET (see step 5 on page 4).

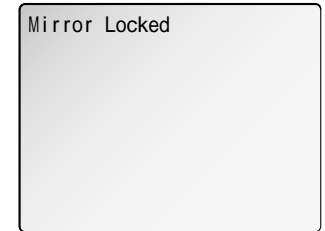


Turn off the transport mode

Important: Be sure you do **not** turn the power on until after you remove the transport screws. (See step 5 on page 4.)

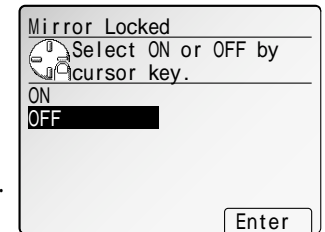
To turn off the transport mode:

- 1 Power up the machine.
The LCD shows:



- 2 Press MENU, *, E.

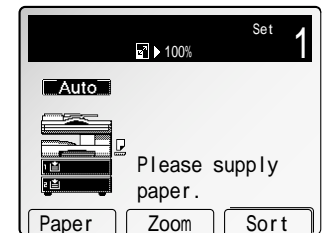
- 3 Select "OFF" by the cursor key. Then press [Enter] to turn off the transport mode. The mirror carriage will move to the home position.



Important: If you must reship the machine to any other location, turn on this mode to move the mirror carriage to the transport position (in step 3, above, set the transport mode to ON), then power off and mount the mirror carriage using the two transport screws.

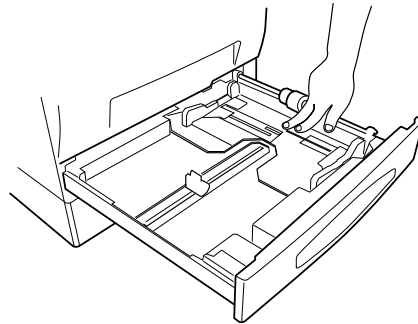
After the transport mode is set to off, you will see:

Supply paper in cassettes and set the paper size.



Loading paper

- 1 Pull the cassette toward you.
- 2 Push down the bottom plate inside the cassette so it clicks and the plate and the bottom of the cassette are even.

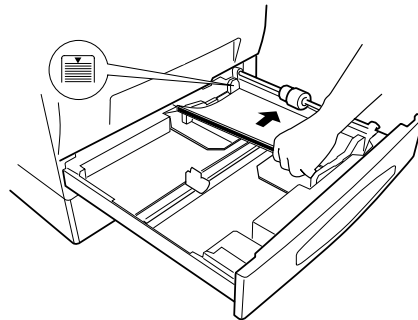


- 3 Insert the paper into the cassette with face up.

If it is the multi purpose cassette, proceed to step 4.

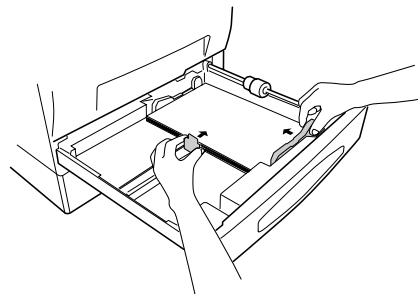
If it is the 2nd, 3rd, 4th or 5th cassette, skip to step 5.

Note: Make sure the stack of paper isn't higher than the limit mark.



- 4 Adjust the side guide and the rear guide for the paper by sliding them.

Note: Slide the side guide with pressing the green part. Slide the rear guide with pressing the both side of it.



- 5 Close the cassette.

Note: The initial setting of paper size for the 2nd cassette is as follows:

North American Version : Letter

European Version : A4

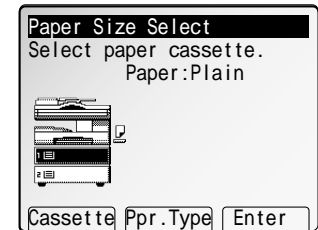
If you want to change the paper size for the 2nd cassette, see page 12.

Paper size and type input

After you attach a new paper cassette or change the paper size, you must tell the machine the new setting.

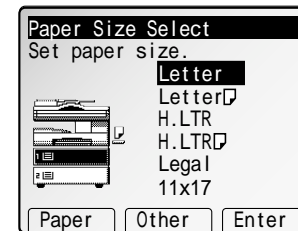
Paper size and type input for 1st cassette

- 1 Press **COPY** to change to the copy mode.
- 2 Press **NEXT**, then press **[Chg.Ppr.]**.
- 3 Use the cursor key to select the 1st cassette. Then press **[Enter]**.

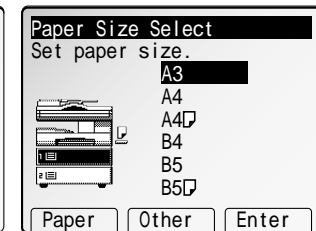


When using the standard paper size:

- (1) Select the paper size using the cursor key.
- (2) Press **[Enter]**.



(North American Version)

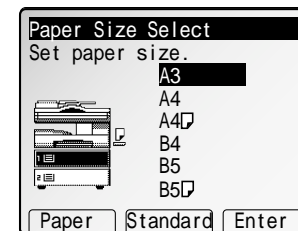


(European version)

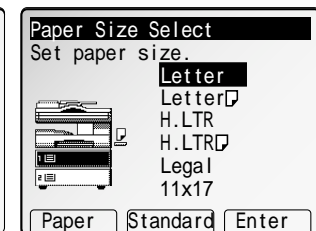
When using the non standard paper size:

- (1) Press **[Other]**.
- (2) Select the paper size using the cursor key.
- (3) Press **[Enter]**.

Note: If you want to go back to the standard paper select display, press **[Standard]**.



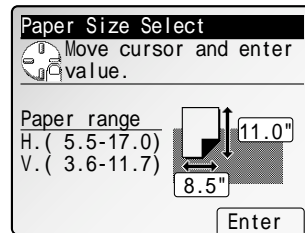
(North American Version)



(European version)

When using special sized paper:

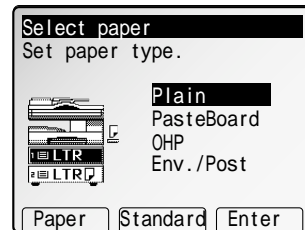
- (1) Press **[Other]**.
- (2) Select **"Custom"** using the cursor key.
Note: You can register three types of special size as you want.
- (3) Press **[Enter]**.
- (4) Enter the horizontal and vertical size of the paper using the numeric keypad.
Note: You can also enter the paper size using **▲** and **▼** of the cursor key.
Note: To change Horizontal / Vertical, use **◀** and **▶** of the cursor key.
- (5) Press **[Enter]**.



- 4** Press **[Ppr.Type]** after confirming the 1st cassette is selected.

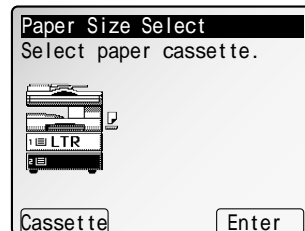
- 5** Select the type of paper using the cursor key. Then press **[Enter]**.

Note: After you set the paper size for all cassettes, press **RESET** so the machine returns to standby mode.



Paper size input for the 2nd paper cassette

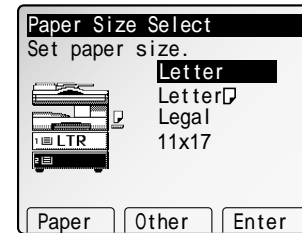
- 1** Use the cursor key to select the 2nd paper cassette. Then press **[Enter]**.



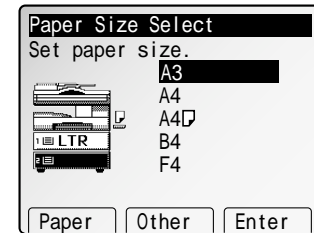
- 2** Select the paper size to be set.

When using the standard paper size:

- (1) Select the paper size using the cursor key or pressing **[Paper]**.
- (2) Press **[Enter]**.



(North American Version)



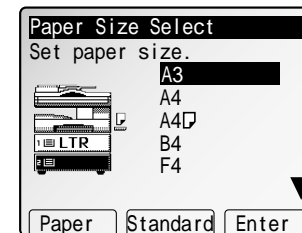
(European version)

When using the non standard paper size:

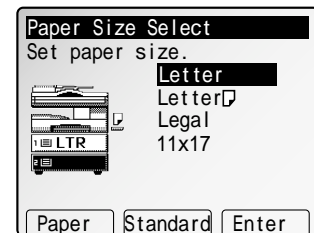
- (1) Press **[Other]**.
- (2) Select the paper size using the cursor key or pressing **[Paper]**.

Note: If you want to go back to the standard paper select display, press **[Standard]**.

- (3) Press **[Enter]**.



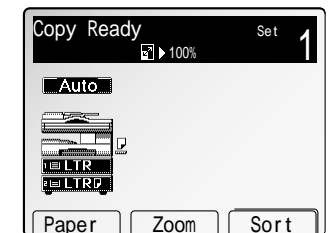
(North American Version)



(European version)

- 3** After you set all paper sizes, press **RESET** to return to standby mode.

Note: If you have not set all paper sizes, the machine will not return to standby mode even if you press **RESET**.



Initial setting

Clearing stored settings

Before initial setting, clear your machine's built-in user data memory. This ensures the memory will hold only your settings.

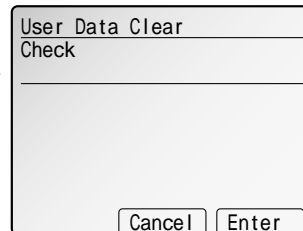
Important: After you done the initial setting, *do not* clear the memory again unless an authorized technician asks you to do so.

To clear the machine's memory:

- 1 Press **MENU**, *****, 2. The LCD now asks if you want to clear the memory.

Note: If you *don't* want to clear the memory, just press **[Cancel]**.

- 2 If you *do* want to clear the memory, press **[Enter]**.



Entering initial settings

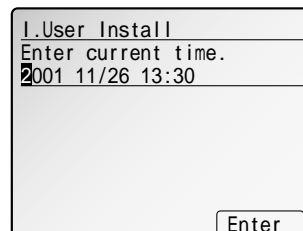
Important: If you press **RESET** during initial settings, your machine returns to *standby mode* (its normal condition). But it will keep the settings you saved by pressing **[Enter]** as described in these instructions.

- 1 Press **FAX** to change to Fax mode, if the machine is in Copy mode.
- 2 Press **MENU**, **[Fax Set]**, 1, **[Enter]**.
The LCD shows the current calendar/clock setting, with a *cursor* appearing under the first digit.

- 3 Use the numeric keypad to enter the *correct date and time*, using a 24-hour format for the time. For instance, to set 1:30 PM on November 26, 2001, press **2 0 0 1 1 1 2 6 1 3 3 0**.

Note: Your machine automatically inserts the spaces and date-slash. All you have to do is enter the digits.

To change a digit, press the cursor key to move the cursor. Then enter the correct digit.

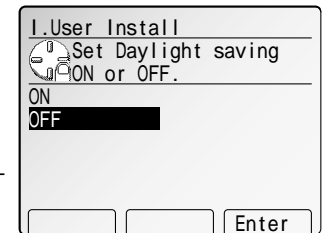


- 4 Press **[Enter]** to save the clock setting and continue the settings.
If you are setting up the North American version machine, proceed to next step. Otherwise, skip to step 8.

- 5 The LCD now asks if you want to set the calendar/clock to automatically recognize daylight saving time (DST).

When the setting is *On*, your machine automatically recognizes DST at 2 AM on the appropriate switchover Sundays each year.

When the setting is *Off*, no automatic change will occur.

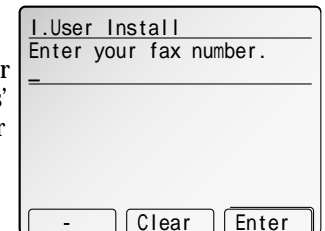


- 6 Select On or Off using the cursor key.
- 7 Press **[Enter]** to save the setting and continue.

- 8 The LCD now asks you to enter your fax number as you want it to appear on other fax machines' displays or printouts. The fax industry term for this number is *Subscriber ID*.

- 9 Use the numeric keypad to enter the fax number. To insert a dash, as shown here, press **[-]**. The number may contain up to 20 characters (numbers and dashes).

Note: If you make a mistake, press **[Clear]** to erase to the left. To change just one number, move the cursor by cursor key. Press **[Clear]** to erase the number. Then re-enter the fax number correctly.

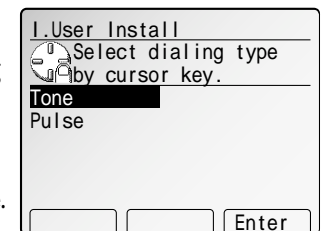


- 10 Press **[Enter]** to save the number and continue.

- 11 The LCD now asks you to set the type of dialing needed for the machine, either *tone* or *pulse*.

- 12 Select the type of dialing using the cursor key.

- 13 Press **[Enter]** to save the setting and continue.



- 14** The LCD now asks you to enter the name you want to appear at the top of faxes you send. The name may be up to 22 characters in length.

Select TTI 1, 2 or 3 using the cursor key. Then press **[Enter]**.

The screenshot shows a screen titled 'I.User Install'. Below the title, it says 'TTI 1 Upper case'. There are three lines for input: 'TTI 1:', 'TTI 2:', and 'TTI 3:'. At the bottom, there are three buttons: 'Chara.', 'Clear', and 'Enter'.

- 15** Use the one-touch keys to enter letters and other non-numeric characters. To enter characters, see page 1.15 in the operating instructions.

Note: If you make a mistake, press **[Clear]** to erase to the left. To change just one character in the name, move the cursor by cursor key. Press **[Clear]** to erase the character. Then re-enter the character correctly.

- 16** Press **[Enter]** to save the setting.
If you *do* want to set or change *another* TTI, go back to step 14.
If you *do not* want to set or change *any other* TTI, press **[Exit]**.

- 17** The LCD now asks you to set the usual TTI. Select the TTI you want to appear usually on faxes you send using the or cursor key.

- 18** Press **[Enter]** to save the setting and continue.

The screenshot shows a screen titled 'I.User Install'. Below the title, it says 'Select usual TTI by cursor key.'. There are three lines for input: '1:Head Office', '2:General department', and '3:Account department'. At the bottom, there are three buttons: 'Chara.', 'Clear', and 'Enter'.

- 19** The LCD now asks you to set the reception mode.

- 20** Select the desired reception mode using the cursor key.

- 21** Press **[Enter]** to save the setting. Your machine will return to standby mode.

The screenshot shows a screen titled 'I.User Install'. Below the title, it says 'Select reception mode by cursor key.'. There are four lines for input: 'Fax Ready', 'Tel/Fax Ready', 'Fax/Tel Ready', and 'Ans/Fax Ready'. At the bottom, there are three buttons: 'Chara.', 'Clear', and 'Enter'.

Changing paper size of the 2nd paper cassette

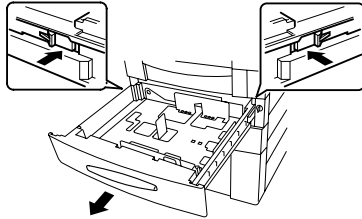
The initial setting is as follows.

North American Version : Letter □

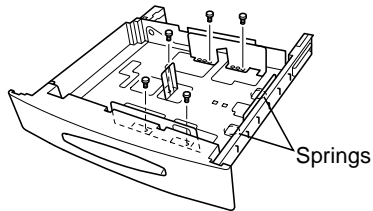
European Version : A4 □

- 1 While pressing the stops in the direction of the arrows as shown in the figure, pull out the tray of the paper cassette.

Note: Make sure the paper lift lock is released.



- 2 Remove the three edge guides.



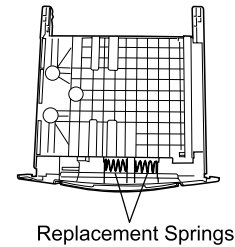
- 3 Refer to the following table and replace the two springs according to the desired paper size.

Paper size	Spring	Paper size	Spring
A3	Black	Letter	Silver
B4	Silver	Letter □	Silver
A4	Silver	Legal	Silver
A4 □	Silver	11×17	Black
F4	Silver		

Note: There are two springs under the paper lifting plate.

Note: The replacement springs are stored in the bottom of the front side of the paper cassette.

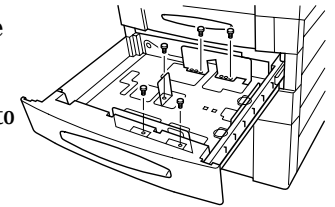
Note: Always set the springs so the upper end of the spring fits into the metal clips of the paper lifting plate and the lower end fits into the cutout in the bottom of the paper cassette.



- 4 Move the edge guides to the desired paper size and secure them. After reinstalling the edge guides, recheck the markings in the bottom of the tray to make sure all three guides are set to the desired paper size.

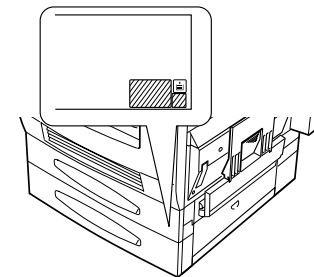
- 5 Load paper and close the paper cassette.

Note: After you change the paper size, you must tell the machine the new setting. See page 9.



Affixing the labels

Attach the paper size sticker and the cassette number sticker on the front of the trays.



EasyStart (Initial setting)

EasyStart software is already installed on your Muratec machine. It guides you through the process of entering your machine's settings. Remember that the settings you make here can always be changed later.

Clearing stored settings

Before using EasyStart, clear your machine's built-in *user data memory*. This ensures the memory will hold only *your* settings.

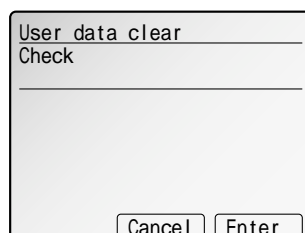
Important: After you use EasyStart, *do not* clear the memory again unless an authorized technician asks you to do so.

To clear the machine's memory:

- 1 Press **MENU**, *****, 2. The LCD now asks if you want to clear the memory.

Note: If you *don't* want to clear the memory, just press **[Cancel]**.

- 2 If you *do* want to clear the memory, press **[Enter]**.



Language settings

English is the language your machine initially displays on the LCD and uses to print reports. But you can set it to “speak” French or Spanish, too.

As you give the order for the machine to change languages, it “rolls” from English to French to Spanish, and then back to English.

To make the change from one language to the next, press **MENU**, **#**.

Getting started

Determine the following before you go any further:

- 1 **The type of dialing** your telephone system requires — Choose either *tone* or *pulse* (rotary) dialing.
- 2 **The name and fax number you want to appear on your faxes** — Every fax page you send arrives at the receiving machine with a single line of text at the very top of the page. This text lists a *name* and a *fax number*, which are called a *Transmit Terminal Identifier (TTI)*. The TTI cannot be longer than 22 characters.

Entering initial settings

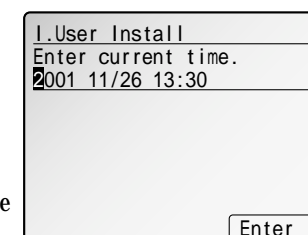
Important: If you press **RESET** during EasyStart, your machine returns to *standby mode* (its normal condition). But it will keep the settings you saved by pressing **[Enter]** as described in these instructions.

- 1 Press **FAX** to change to Fax mode, if the machine is in Copy mode.
- 2 Press **MENU**, **[Fax Set]**, **1**, **[Enter]**.
The LCD shows the current calendar/clock setting, with a *cursor* appearing under the first digit.

- 3 Use the numeric keypad to enter the *correct date and time*, using a 24-hour format for the *time*. For instance, to set 1:30 PM on November 26, 2001, press **2 0 0 1 1 1 2 6 1 3 3 0**.

Note: Your machine automatically inserts the spaces and date-slash. All you have to do is enter the digits.

To change a digit, press the cursor key to move the cursor. Then enter the correct digit.



- 4** Press **[Enter]** to save the clock setting and continue EasyStart.

- 5** The LCD now asks if you want to set the calendar/clock to automatically recognize daylight saving time (DST).

When the setting is *On*, your machine automatically recognizes DST at 2 AM on the appropriate switchover Sundays each year.

When the setting is *Off*, no automatic change will occur.

- 6** Select On or Off using the cursor key.

- 7** Press **[Enter]** to save the setting and continue.

- 8** The LCD now asks you to enter your fax number as you want it to appear on other fax machines' displays or printouts. The fax industry term for this number is *Subscriber ID*.

- 9** Use the numeric keypad to enter the fax number. To insert a dash, as shown here, press **[-]**. The number may contain up to 20 characters (numbers and dashes).

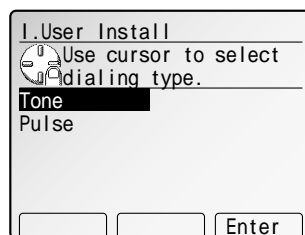
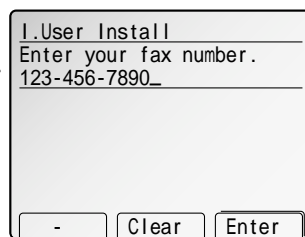
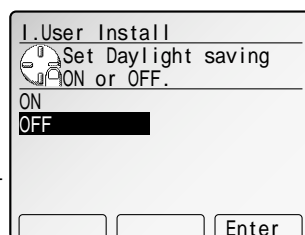
Note: If you make a mistake, press **[Clear]** to erase to the left. To change just one number, move the cursor by cursor key. Press **[Clear]** to erase the number. Then re-enter the fax number correctly.

- 10** Press **[Enter]** to save the number and continue.

- 11** The LCD now asks you to set the type of dialing needed for the machine, either *tone* or *pulse*.

- 12** Select the type of dialing using the cursor key.

- 13** Press **[Enter]** to save the setting and continue.



- 14** The LCD now asks you to enter the name you want to appear at the top of faxes you send. The name may be up to 22 characters in length.

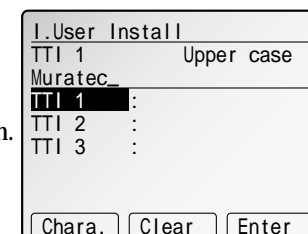
Select TTI 1, 2 or 3 using the cursor key. Then press **[Enter]**.

- 15** Use the one-touch keys to enter letters and other non-numeric characters. Regarding entering characters, see page 1.15.

Note: If you make a mistake, press **[Clear]** to erase to the left.

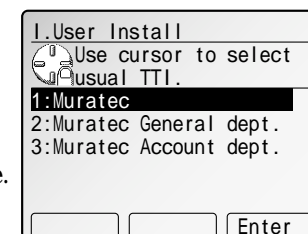
To change just one character in the name, move the cursor by cursor key. Press **[Clear]** to erase the character. Then re-enter the character correctly.

- 16** Press **[Enter]** to save the setting. If you *do* want to set or change *another* TTI, go back to step 14. If you *do not* want to set or change *any other* TTI, press **[Exit]**.



- 17** The LCD now asks you to set the usual TTI. Select the TTI you want to appear usually on faxes you send using the cursor key.

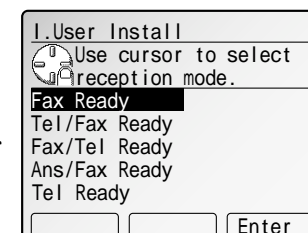
- 18** Press **[Enter]** to save the setting and continue.



- 19** The LCD now asks you to set the reception mode.

- 20** Select desired reception mode using the cursor key. (This setting can always be changed. We'll discuss reception modes further on pages 3.7.)

- 21** Press **[Enter]** to save the setting. Your machine will return to standby mode.



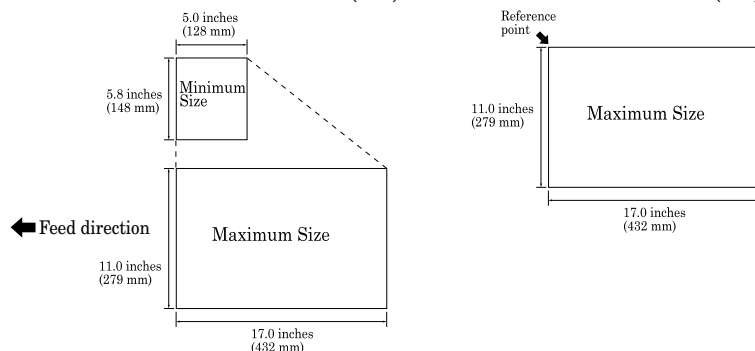
EasyStart is complete!

How to set the document

Acceptable document size

The acceptable dimensions as follows:

- In the Automatic Document Feeder(ADF)
- On the Flatbed Scanner(FBS) glass



Automatic document feeder (ADF) (width × length)

Maximum: 11.0" × 17.0"

Minimum: 5.8" × 5.0"

Flatbed scanner (FBS) glass (width × length)

Maximum: 11.0" × 17.0"

Things *not* to put in your fax

To avoid paper jams and damage to your machine, **don't insert:**

- Folded, curled, torn, wrinkled or very thin pages
- Documents with staples, glue, tape, paper clips or still-wet correction fluid
- "Sticky notes" (or documents with "sticky notes" attached)
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side
- Credit cards or any small, thick items

How to set the document

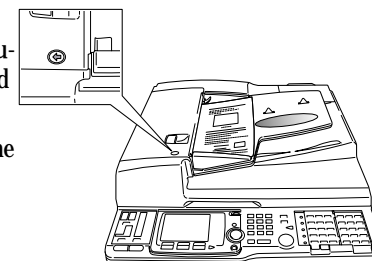
Setting the documents in the Automatic Document Feeder

- 1 Set your document **face up** into the document feeder. Your machine's ADF will hold up to 50 sheets.

Note: The green arrow will appear on the ADF cover when the document is set.

- 2 Adjust the document guide to fit your documents.

Note: If you want to set the different sized documents at a time, turn the Mix Length feature on. (See page 2.18 for copy, or page 3.33 for fax transmission.)

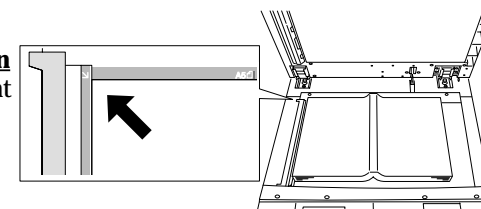


Setting the documents on the FBS glass

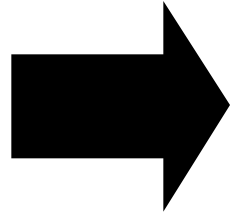
- 1 Lift the platen cover fully.
- 2 Set your document **face down** on the FBS glass. The document should be aligned to the *rear left corner*.
- 3 Gently close the platen cover.

Note: If you do not lift the platen cover fully, the document size will not be detected automatically.

Important: When copying a bound document, such as a book, the copied image may contain some black areas. To reduce this effect, hold down the document to prevent its bound part from rising. However, **do not press too strongly**. This may break the FBS glass and cause an injury.



Basic copy features

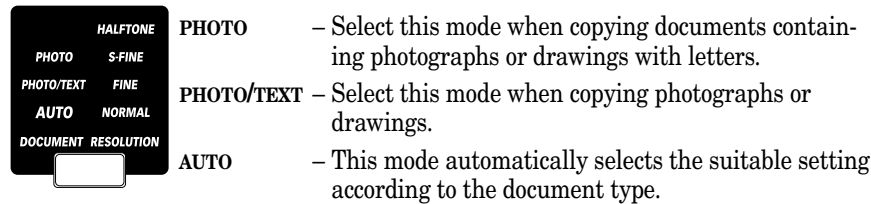


Some guidelines	2.1
Basic procedure	2.4
Reduce / Enlarge	2.5
Sorting	2.6
Using the bypass tray	2.7

Some guidelines

Select document type

You can select the two document types by pressing **DOCUMENT**.

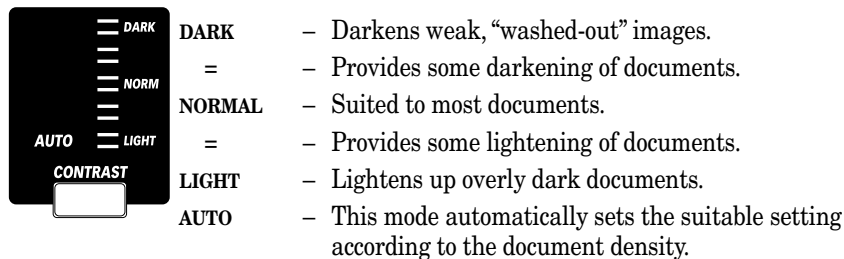


Note: If you want to make only the light areas, such as the text written with pencil, darken selectively, assign *DocEnhance* to a Soft Key and turn it on. (See page 4.1.)

Note: You can change the document type priority. (See page 2.27.)

Adjust image contrast

You can adjust the copy image contrast to match your document by pressing **CONTRAST**.



Note: You can change the image contrast priority. (See page 2.27.)

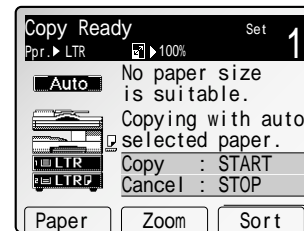
Automatic document size detection

Your machine can automatically detect the following size of your document and select a suitable sized paper to copy your document.

- Letter (8.5" × 11") ☐ ☐
- Legal (8.5" × 14") ☐
- Ledger (11" × 17") ☐
- Half-letter (5.5" × 8.5") ☐ ☐

Note: Half-letter ☐ is available only with the FBS.

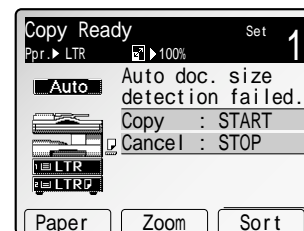
If the suitable sized paper is not set in the paper cassette, the LCD shows:



If you want to copy with the paper the machine automatically selected, press **START**.

If you want to copy with other size paper, press **STOP** to cancel this operation, then set the suitable paper in the cassette and adjust the Reduce/Enlarge ratio.

If you set the non-standard sized document or the machine could not detect the document size, the LCD shows:



If you want to copy with the paper that the machine automatically selected, press **START**.

If you want to copy with other sized paper, press **STOP** to cancel this operation, then set the suitable paper in the cassette and adjust the Reduce/Enlarge ratio.

Manual paper select

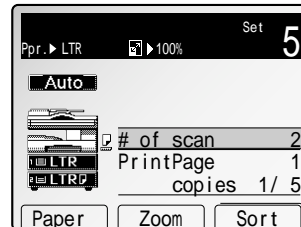
You can select the paper manually by pressing [**Paper**] or using the cursor key.

Note: If the optional multi-paper tray is attached, you can select the multi paper tray, see “Using the bypass tray” on page 2.7.

Scanning the document

When scanning the document(s) using the ADF

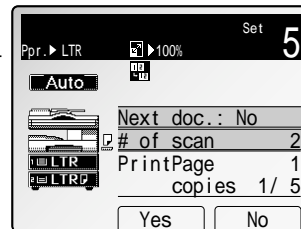
- 1** Set your document in the ADF (automatic document feeder).
(See "How to set the document," page 1.19.)
- 2** Set any setting you want.
- 3** Press **START**.
Normally, the LCD will show (see right) and start copying after scanning the document.



However...

When you set the sort, combine, duplex or booklet function, the LCD shows as shown right.

In this case, you can set different document(s) for copying after finish the currently scanning.



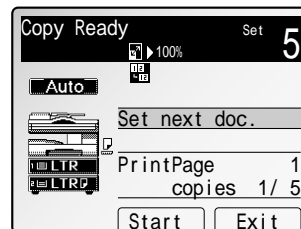
If you want to scan a different document:

- (1) Press **[Yes]** during the machine is scanning the current document.
- (2) After scanning the first document(s), set next document in the ADF or FBS and then press **[Start]**. The machine will start scanning the next document(s).

If you want to scan more document(s), repeat step (1)–(2).

Note: You can set the next document on the FBS glass to scan it (see right column).

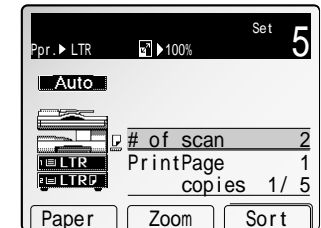
- (3) After scanning all pages of your document, press **[End]**.
The machine start printing the scanned documents.



When scanning the document using the FBS (Flatbed scanner)

Note: The machine gives priority to the document on the ADF to make a copy or send a fax, when the documents are set both on the ADF and FBS glass.

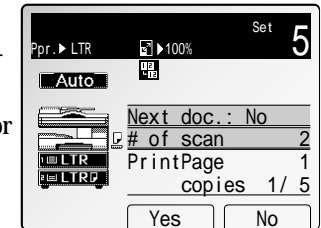
- 1** Set your document on the FBS glass.
(See "How to set the document," page 1.19.)
- 2** Set any setting you want.
- 3** Press **START**.
Normally, the LCD will show (see right) and start copying after scanning the document.



However...

When you set the sort, combine or duplex function, the LCD appears as shown right.

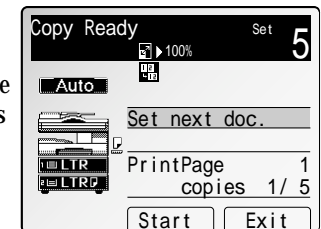
In this case, you can set different documents for copying after finishing the current scanning.



- (1) After scanning the first page of your document, remove the first page and then set the next page of your document on the FBS glass or ADF.

Note: You can use the ADF to scan the next document (see left column).

- (2) Press **[Start]**. The machine will start scanning the next page of your document.
If you want to scan more documents, repeat step (1)–(2).
- (3) After scanning all pages of your document, press **[End]**.
The machine will start printing the scanned documents.

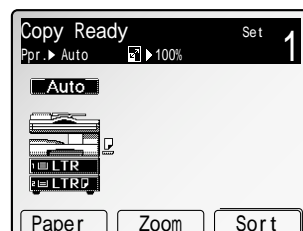


Select paper

Auto paper select

The machine selects suitable sized paper automatically based on the document size and the reduce/enlarge ratio.

Note: Make sure that the “Auto” is selected. If not, select “Auto” by pressing **[Paper]** or using cursor key.



Rotate copy

When the document is set at a different direction from the recording paper in the paper cassette with auto paper select mode on, the machine automatically rotate the scanned image by 90° to match the recording paper direction. However, this applies to the 8.5" × 11" □ □ size paper only.

Note: Rotate copy is not available with the following functions:

- Combine copy
- Repeat copy
- Directional Magnification copy
- Copying from multi-paper tray
- Copying with non standard sized paper

Interrupt

You can make copies during a multi-copy run.

- 1** Press **INTERRUPT**. The interrupt key will light on.
- 2** Replace the document with new document for interrupt copying.
- 3** Make your copies.
- 4** After interrupt copying, press **INTERRUPT** again. The interrupt key will light off.
- 5** Reset the previous document by following the message on the LCD and press **[Start]**.
The remaining number of copies of the previous multi-copy run will be made automatically.

Reset the settings

Auto reset

During your operation, if any keys are not pressed within three minutes, the machine reset the display to the initial screen and after more three minutes the machine reset any key settings automatically.

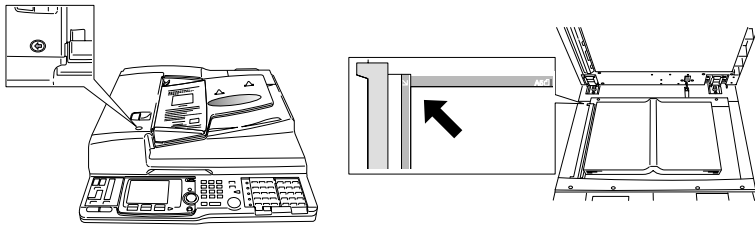
Note: As default setting, the auto reset time is set three minutes. You can change this auto reset time. (See page 2.28.)

Manual reset

Any time you press **RESET**, the machine resets the display to the initial screen and press **RESET** again to return the machine to its initial condition.

Basic procedure

- 1** Make sure the machine is in the Copy mode. To change to the Copy mode, press **COPY**.
- 2** Press **RESET** to clear the previous setting, if necessary.
- 3** Set your document on ADF or FBS glass.
Note: See “How to set the document” on page 1.19 for details.



- 4** Set any settings you want.
- 5** If you want to make only one copy of each page of the document, skip to step 7. Otherwise, proceed to step 6.
- 6** Use the numeric keypad to enter the desired number of copies for each page in your document. You can set up to 99 copies.
Note: To change the number entered, overwrite it with new number.
- 7** Press **START** to begin the copying process.

Note: To stop the machine during multi-copying, press **STOP**.

Note: To return the machine to the initial condition after copying, press **RESET**.

Note: By default, your machine make a copy with the following conditions:

Document type: Auto
Image contrast: Auto
Paper selection: Auto
Reduce/Enlarge ratio: 100%

Note: If you do not operate the machine for a certain period after copying, the machine returns to the initial display and after a certain period, it resets the any setting to the default. This is called “Auto Reset”. You can change the auto reset time. (See page 2.28.)

Reduce / Enlarge

Auto Reduce/Enlarge

Your machine can select an appropriate reduction/enlargement ratio based on the paper and document sizes you select.

Note: Enlargement is available only with FBS glass.

Note: Be sure to set the document in the same direction as the selected paper.

Note: If your machine could not detect the document size, it will make a copy with 100% ratio.

To copy with auto Reduce/Enlarge:

- 1** Set your document.
Note: If you want to enlarge, set the document on FBS glass.
- 2** Press **REDUCE/ENLARGE** to select **"Auto"**.
The all of reduce/enlarge LED lights.
- 3** Press **[Paper]** and select the paper size using the cursor key.
- 4** Enter the number of copies using the numeric keypad.
- 5** Press **START**.

Reduce/Enlarge with a preset rate

You can copy with a preset ratio of reduction/enlargement. If you set a preset ratio, your machine will select an appropriate paper automatically.

Note: According to the ratio you selected, a part of the image might be lacked.

To copy with a preset rate of reduction/enlargement:

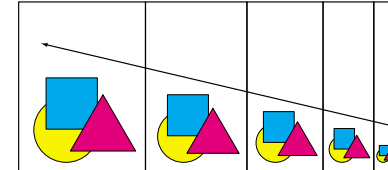
- 1** Set your document.
Note: If you want to enlarge, set the document on FBS glass.
- 2** Press **[Paper]** and select the paper size using the cursor key.
Note: If you want your machine to select an appropriate paper automatically, select **"Auto"**.
- 3** Press **REDUCE/ENLARGE** to select the desired ratio.

4 Enter the number of copies using the numeric keypad.

5 Press **START**.

Zoom Copy

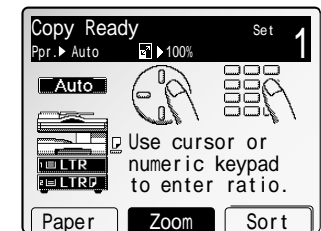
You can enter the reduction/enlargement ratio from 25% through 400% in 1% steps.



Note: You can select a preset ratio, and then adjust the ratio with the cursor key. Or, directly enter the ratio by numeric keypad.

To copy with reduction/enlargement in 1% steps:

- 1** Set your document.
Note: If you want to enlarge, set the document on FBS glass.
- 2** Enter the number of copies using the numeric keypad.
- 3** Press **[Zoom]**.
- 4** Enter the desired ratio using the **▲** and **▼** of the cursor key or the numeric keypad.
- 5** Press **START**.



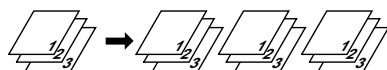
Sorting

Your fax machine can sort copies in sequential order.

Non-Sort



Sort



Shift Non-Sort (Optional shift tray is required)



Shift Sort (Optional shift tray is required)



Note: You can make up to 99 copies at a time.

Note: The output tray can hold the following number of sheets.

Paper tray: 250 sheets

Optional 2-Bin tray (Upper): 100 sheets

Optional 2-Bin tray (Lower): 250 sheets

If the number of sheets exceeds the capacity, remove the sheets.

Note: You cannot copy from multi-paper tray with this feature.

Note: As a default, the non-sort is selected, You can change the default setting.
(See page 2.27.)

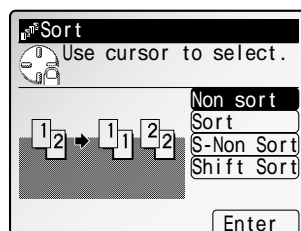
To copy with sorting:

1 Press **[Sort]**.

Note: "Shift Sort" and "Shift Non-Sort" appears when your fax machine has the optional shift tray.

2 Select the sorting mode you want using the cursor key, and then press **[Enter]**.

3 Enter the number of copies using numeric keypad.



4 Set your documents, and then press **START**.

When setting your document on the FBS glass:

1. Place the first page of your documents and then press **START**.
The machine scans the first page.

Note: When making 1-sided copies, the first set will print.

2. Set the next page and then press **START**.

Note: Set the document in the same direction as step 1.

3. After the all pages of your document are scanned, press **[Exit]**.

When setting your documents in the ADF:

1. Set your documents and then press **START**.

Note: When making 1-sided copies, the first set of copies comes out first.

2. When the machine is finished scanning, the copies will be printed.

Using the bypass tray

If you want to copy onto the transparency film, thick paper, envelopes or post cards, use the bypass tray.

Note: Also, your machine's multi-purpose cassette (1st cassette) can hold these papers.

Note: You can set the paper in the bypass tray with a length of 3.6" to 11.7" (91 to 297 mm) and width of 5.5" to 17" (140 to 432 mm).

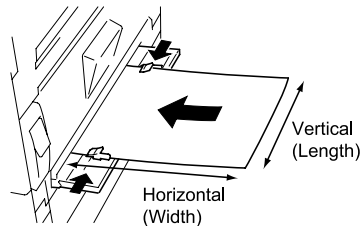
Important: If loading transparency (OHP) film, be sure that the film does not have paper backing and/or a leading strip. If it does, remove the paper backing and/or strip before inserting.

1 Set the document in the ADF or on the FBS.

2 Open the bypass tray.

3 Place a sheet of paper *face down* on the bypass tray. Then align the paper guides to the sheet's edges and insert the sheet until it comes to a stop.

Note: You can place only one sheet on the bypass tray at a time.

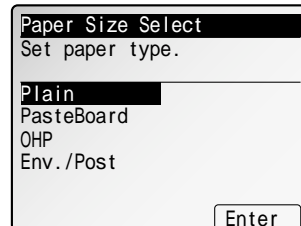


4 Press **[Ppr.Size]**.

If you're using the standard type of paper (plain paper), skip to step 7. Otherwise, proceed to step 5.

5 Press **[Ppr.Type]**.

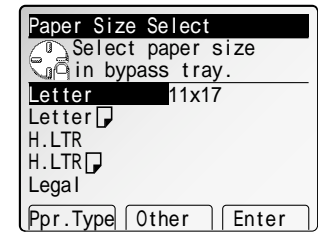
6 Select the paper type using the cursor key. Then press **[Enter]**.



7 Select the paper size.

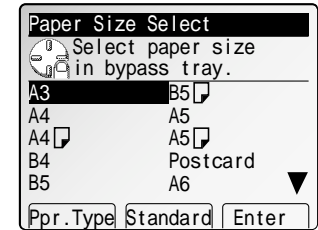
When using the standard paper size:

- (1) Select the paper size using the cursor key.
- (2) Press **[Enter]**.



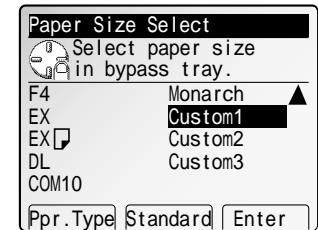
When using the non standard paper size:

- (1) Press **[Other]**.
- (2) Select the paper size using the cursor key.
- (3) Press **[Enter]**.



When using the special sized paper:

- (1) Press **[Other]**.
- (2) Select "Custom" using the cursor key.
Note: You can register three types of special size as you want.
- (3) Press **[Enter]**.

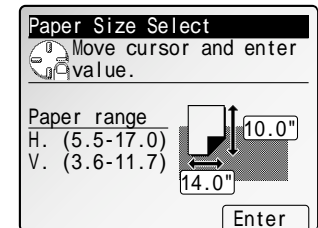


- (4) Enter the horizontal and vertical size of the paper using the numeric keypad.

Note: You can also enter the paper size using ▲ and ▼ of the cursor key.

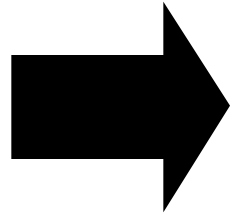
Note: To change Horizontal/Vertical, use ◀ and ▶ of the cursor key.

- (5) Press **[Enter]**.



8 Press **START** to begin the copying process.

Advanced copy features

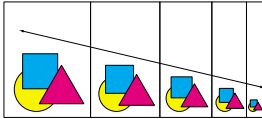


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Image Repeat	2.11
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Quick index for major functions (Copy mode)

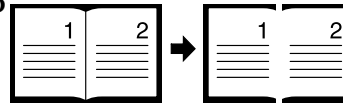
Reduce / Enlarge

⇒ Page 2.5



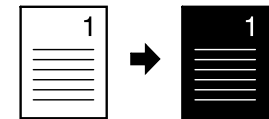
Erase Center

⇒ Page 2.13



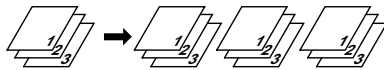
Reverse black and white area

⇒ Page 2.16



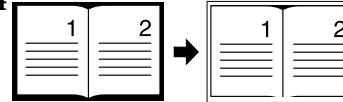
Sorting Copy

⇒ Page 2.6



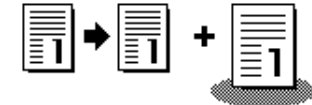
Erase Border

⇒ Page 2.14



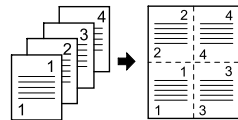
Last copy job

⇒ Page 2.17



Combine

⇒ Page 2.10



TopUp copy

⇒ Page 2.14



Mix length copy

⇒ Page 2.18

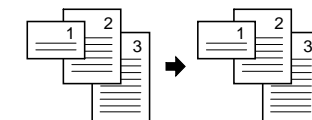
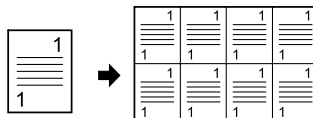


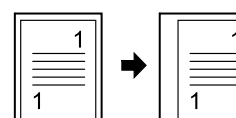
Image Repeat

⇒ Page 2.11



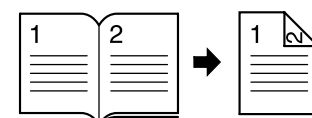
Binding Margin

⇒ Page 2.15



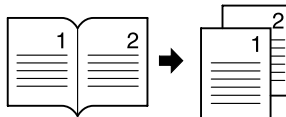
Duplex Copies

⇒ Page 2.19



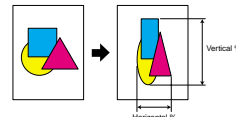
Series Copies

⇒ Page 2.13



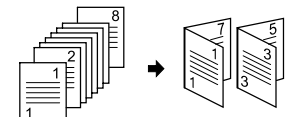
Directional Magnification

⇒ Page 2.15



Booklet Copies (Optional duplex unit required.)

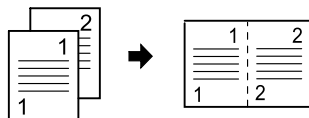
⇒ Page 2.23



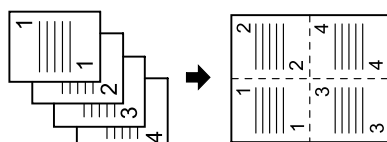
Combine

You can copy 2, 4 or 8 pages of your documents into one sheet.

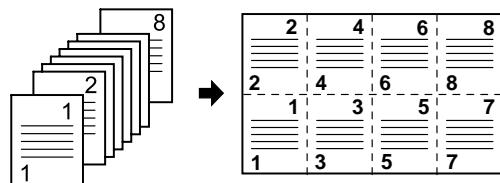
2 pages --> 1 sheet



4 pages --> 1 sheet



8 pages --> 1 sheet



Note: If you select the 2 in 1 or 8 in 1, you should set your document with the different direction from the direction of recording paper you selected.

If you select the 4 in 1, you should set your document with the same direction from the direction of recording paper you selected.

Note: You can print a separator line between copied images.

Note: In this mode, the reduce/enlarge ratio will be set to "Auto" (automatically). If you want to set the reduction/enlargement ratio manually, set the ratio after setting the combine function.

Note: According to the size of document and recording paper you selected, a part of the image might be lacked.

Note: If the number of the documents you set was less than document pages you selected for combining, the last page(s) will be copied blank.

Note: The machine cannot copy your documents different in size and direction. Make sure the document are set to same direction shown on the LCD.

Note: You cannot use this function with the duplex function.

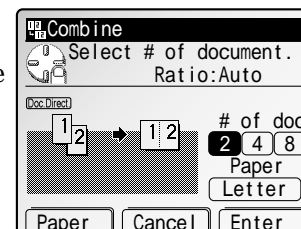
To copy with combining:

- 1** Press **MENU**.
- 2** Select "**Combine**" using the cursor key, and then press **[Enter]**.

Note: The Auto Reduce/Enlarge is selected automatically.

- 3** Select the desired combination modes using the cursor key.

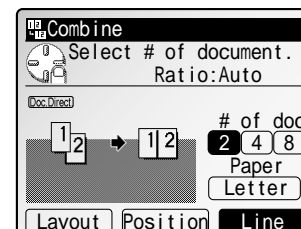
Note: The number of documents combined can be 2, 4 or 8.



- 4** If you want to change the recording paper size for combining, proceed to next step. Otherwise, skip to step 6.

- 5** Press **[Paper]** to select the paper size, and then press **[Enter]**.

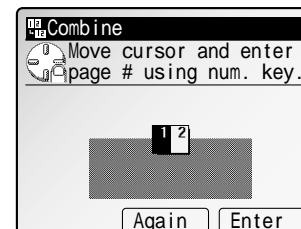
- 6** You can insert the separator lines between combined images. If you want to insert the separator lines, proceed to next step. Otherwise, skip to step 8.



- 7** Press **NEXT** and then press **[Line]** to print the separator lines. To cancel the separator lines, press **[Line]** again.

Note: The width of the line can be changed. (See page 2.28.)

- 8** If you want to arrange the position of the each document, proceed to next step. Otherwise, skip to step 12.



- 9** Press **[Position]**, the LCD will show:

Note: If **[Position]** does not appear on the LCD, press **NEXT**.

- 10** Select the position using the cursor key and enter the number of the document you want to change using the numeric keypad.

Note: The number which was on the position you selected will change places with the number you entered.

Note: If you want to reset to the initial position setting, press **[Again]**.

- 11** Press **[Enter]** to save the setting.

- 12** If you want to change the layout, proceed to next step. Otherwise, skip to step 16.

Note: Use this function when you set the reduction/enlargement ratio by yourself.

- 13** Press [**Layout**], the LCD will show:

Note: If [**Layout**] is not appeared on the LCD, press **NEXT** until it appears.

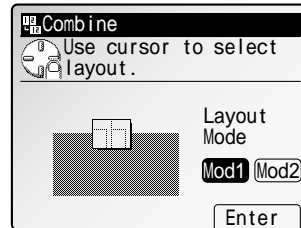
- 14** Select the layout using the cursor key.

- 15** Press [**Enter**] to save the layout setting.

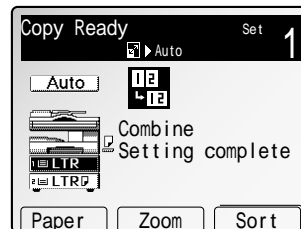
- 16** Press [**Enter**] to save the setting.

Note: If [**Enter**] is not appeared on the LCD, press **NEXT**.

Note: To cancel the setting of the combine function, press [**Cancel**].



The *Combine* icon will be displayed on the LCD.



- 17** Set the documents.

Note: Set the documents as you see on the LCD in step 3.

If you set your documents in the ADF:

Press **START**. After the all documents in the ADF are scanned, the copies will be printed.

If you set your document on FBS glass:

Press **START** after set the first page of your documents on the FBS glass.

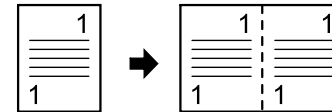
Then set the next page of your document, then press [**Start**].

After all your documents are scanned, press [**Exit**].

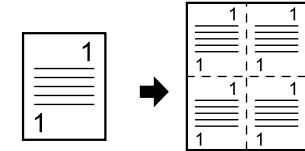
Image Repeat

You can copy one document repeatedly 2, 4 or 8 times in one sheet.

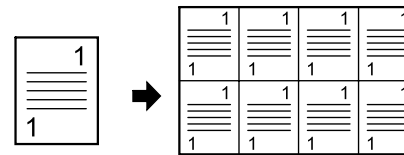
2 repeats



4 repeats



8 repeats



Note: In this mode, the reduce/enlarge ratio will be set to "Auto" (automatically). If you want to set the reduction/enlargement ratio manually, set the ratio after setting the repeat function.

Note: According to the size of document and recording paper you selected, a part of the image might be lacked.

Note: When this function is available, the rotate copy is *not* available. Be careful of the setting direction of the document.

To make copy with repeat:

1 Press **MENU**.

2 Select **"Repeat"** using the cursor key, and then press **[Enter]**.

Note: The Auto Reduce/Enlarge is selected automatically.

3 Select the desired repeat modes using the cursor key.

Note: The number of documents repeated can be 2, 4 or 8.

4 If you want to change the recording paper size for combining, proceed to next step. Otherwise, skip to step 6.

5 Press **[Paper]** to select the paper size, and then press **[Enter]**.

6 You can insert the separator lines between repeated images. If you want to insert the separator lines, proceed to next step. Otherwise, skip to step 8.

7 Press **NEXT** and then press **[Line]** to print the separator lines. To cancel the separator lines, press **[Line]** again.

Note: The width of the line can be changed. (See page 2.28.)

8 If you want to change the layout, proceed to next step. Otherwise, skip to step 12.

Note: Use this function, when you set the reduction/enlargement ratio by yourself.

9 Press **[Layout]**, the LCD will show:

Note: If **[Layout]** does not appear on the LCD, press **NEXT** until it appears.

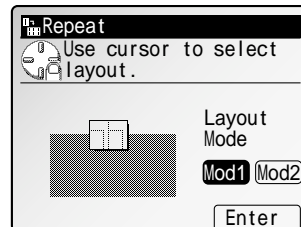
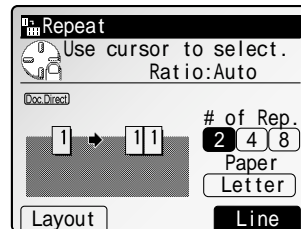
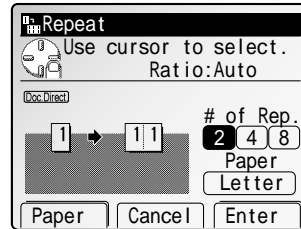
10 Select the layout using the cursor key.

11 Press **[Enter]** to save the layout setting.

12 Press **[Enter]** to save the setting.

Note: If **[Enter]** does not appear on the LCD, press **NEXT**.

Note: To cancel the setting of the combine function, press **CLEAR**.



13 The *Repeat* icon will be displayed on the LCD.

14 Set the documents.

Note: Set the documents in the same direction as you see on the LCD in step 5.

If you set your documents in the ADF:

Press **START**. After all the documents in the ADF are scanned, the copies will be printed.

If you set your document on FBS glass:

Press **START** after setting the first page of your documents on the FBS glass.

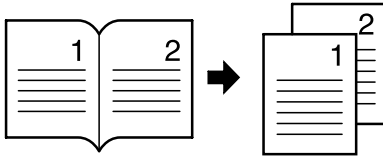
Then set the next page of your document, then press **[Start]**.

After all your documents are scanned, press **[Exit]**.



Series Copies

You can make one-sided copies from two facing pages of book documents.

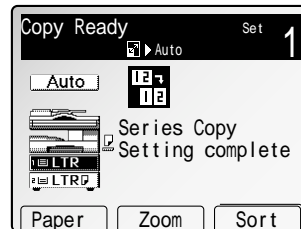
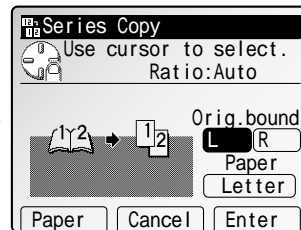


Note: In this mode, the reduce/enlarge ratio will be set to “Auto” (automatically). If you want to set the reduction/enlargement ratio manually, set the ratio after setting the series copies function.

Note: According to the size of document and recording paper you selected, a part of the image might be lacked.

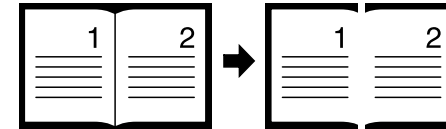
Note: This feature is available only with the FBS.

- 1 Press **MENU**.
- 2 Select “**Series Copy**” using the cursor key, and then press **[Enter]**.
- 3 Select the bound side of the book document using the cursor key.
If your book document type is read from left to right, select “**L**”.
If your book document type is read from right to left, select “**R**”.
- 4 If you want to change the recording paper size, proceed to next step. Otherwise, skip to step 6.
- 5 Press **[Paper]** to select the paper size, and then press **[Enter]**.
- 6 Press **[Enter]** to save the setting.
- 7 The *Series copy* icon will be displayed on the LCD.
- 8 Set the documents on FBS glass and press **START**.



Erase center

Your machine can make copies with erasing the shadow at the center of the recording paper.



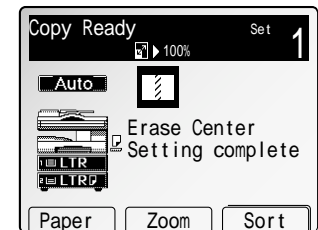
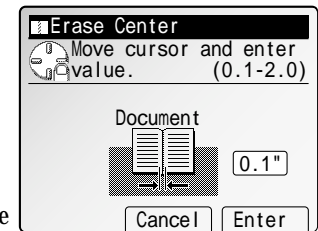
Note: Your machine has three types of erasing shadow function, *Erase Center*, *Erase Border* and *TopUp Copy*. You can use these functions at a time.

Note: The default setting of the erased margin is 0.1 inch. You can change the default setting. (See page 2.26.)

- 1 Press **MENU**.
- 2 Select “**Erase Center**” using the cursor key, and then press **[Enter]**.
- 3 Enter the center erased margin using the numeric keypad or pressing the **▲** and **▼** of the cursor key.

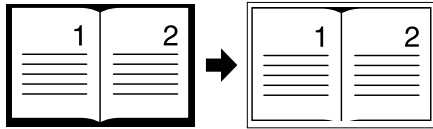
Note: You can specify the margin width as follows:
0.1” to 2.0” in 0.1” steps.

- 4 Press **[Enter]** to save the setting.
- 5 The *Erase center* icon will be displayed on the LCD.
- 6 Set your documents, then press **START**.



Erase border

Your machine can make copies with erasing the shadow at all four sides of the recording paper.



Note: Your machine has three types of erasing shadow function, *Erase Center*, *Erase Border* and *TopUp Copy*. You can use these functions at one time.

Note: The default setting of the erased margin is 0.2 inches. You can change the default setting. (See page 2.25.)

Note: You cannot use this function with the Positive/Negative function.

- 1 Press MENU.
- 2 Select “Erase Border” using the cursor key, and then press [Enter].
- 3 Enter the upper/lower and left/right erased margin using the numeric keypad or pressing the ▲ and ▼ of the cursor key.

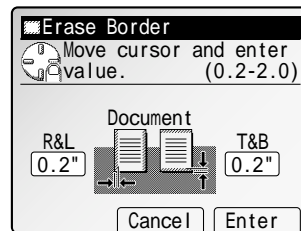
Note: You can specify the margin width as follows:
0.2” to 2.0” in 0.1” steps.

Note: To change between upper/lower and left/right, press ◀ or ▶ of the cursor key.

- 4 Press [Enter] to save the setting.

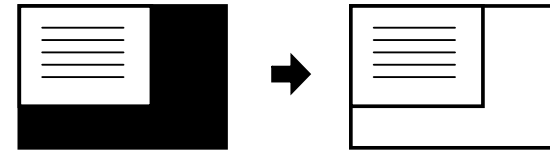
- 5 The *Erase border* icon will be displayed on the LCD.

- 6 Set your documents, then press START.



TopUp Copy

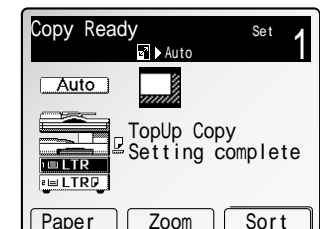
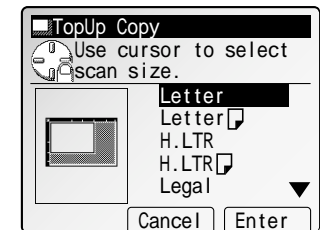
Your machine can make copies with erasing the shadow of the outside of the document. This feature is convenient when you make a copy keeping the top cover opened and the document is smaller than the paper you want to copy, for example, when you want to make a copy of half-letter sized document on letter-sized paper.



Note: Your machine has three types of erasing shadow function, *Erase Center*, *Erase Border* and *TopUp Copy*. You can use these functions at a time.

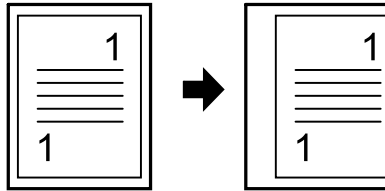
Note: This feature is available only with the FBS.

- 1 Press MENU.
- 2 Select “TopUp Copy” using the cursor key, and then press [Enter].
- 3 Select the document size you want.
- 4 Press [Enter] to save the setting.
- 5 The icon will be displayed on the LCD.
- 6 Set your document on the FBS, then press START.



Binding Margin

You can make a binding margin on the copy by shifting the image to left, right, upper or lower.

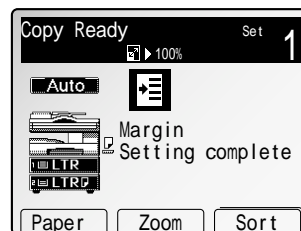
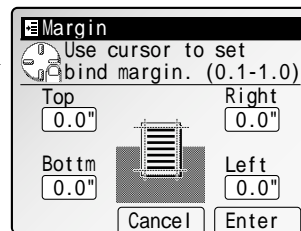


Note: You can set the desired margin between 0.1 and 1.0 inch, however, if you set the margin too large, a part of the image might be lacked.

Note: The default setting of binding margin is 0.0 inch. You can change this default setting. (See page 2.26.)

Adjust the binding margin

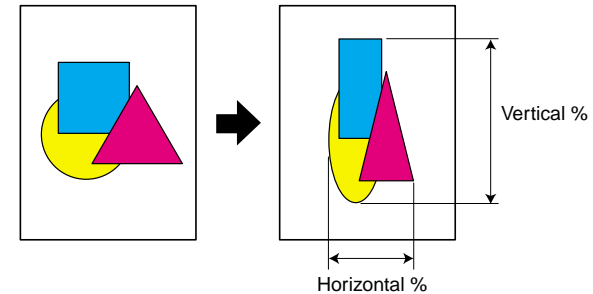
- 1 Press **MENU**.
- 2 Select **"Margin"** using the cursor key, and then press **[Enter]**.
- 3 To adjust the top and bottom margin (to move the image upper or lower) by pressing pressing **▲** or **▼** of the cursor key.
- 4 To adjust the left/right margin (to move the image left or right) by pressing **◀** or **▶** of the cursor key.
- 5 Press **[Enter]** to save the setting.
- 6 The *Margin* icon will be displayed on the LCD.
- 7 Set your documents, then press **START**.



Directional magnification

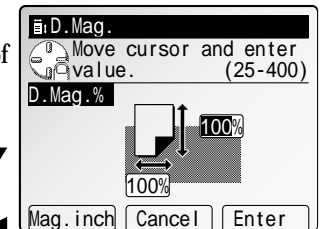
Directional ratio(%) magnification

You can copy with different magnification ratios horizontally and vertically.



Note: You can enter the ratios from 25% through 400 % in 1% step. With some ratios you entered, a part of the image might not be copied or blank margins will appear on copies.

- 1 Press **MENU**.
- 2 Select **"D. Mag."** using the cursor key and then press **[Enter]**.
- 3 Enter the desired vertical ratio using **▲** or **▼** of the cursor key or numeric keypad. Then, press **◀** or **▶** of the cursor key.
- 4 Enter the desired horizontal ratio using **▲** or **▼** of the cursor key or numeric keypad.
Note: To change number you entered, press **◀** or **▶** of the cursor key, then enter new number.
- 5 Press **[Enter]** to save the setting.

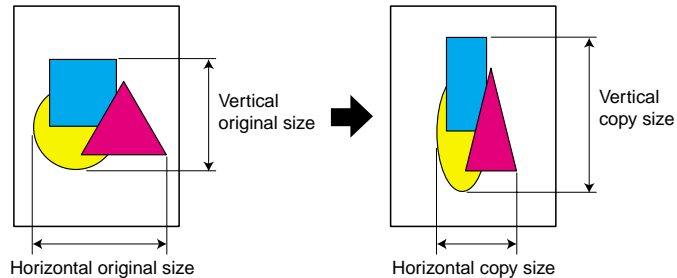


- 6 The *D.Mag.* icon will be displayed on the LCD.
- 7 Set your documents, then press **START**.



Directional size (inch) magnification

The suitable magnification ratios will be automatically selected according to the horizontal and vertical length of your document and copy image you entered.

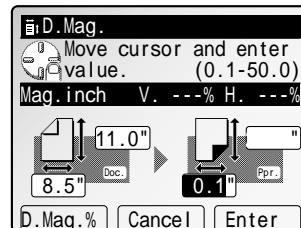


Note: The range of size you can enter is 0.1 – 50.0 inches in 0.1 inch steps.

Note: If the calculated ratio is over than 400% or under than 25%, the ratio is set with 100% automatically.

- 1 Press **MENU**.
- 2 Select **"D.Mag."** using the cursor key and then press **[Enter]**.
- 3 Press **[Mag.inch]**.
- 4 Enter the horizontal size of your document using the **▲** or **▼** of the cursor key or numeric keypad. Then press **►** of the cursor key.
- 5 Enter the vertical size of your document using the **▲** or **▼** of the cursor key or numeric keypad. Then press **►** of the cursor key.
- 6 Enter the horizontal size of the copy using the **▲** or **▼** of the cursor key or numeric keypad. Then press **►** of the cursor key.
- 7 Enter the vertical size of the copy using the **▲** or **▼** of the cursor key or numeric keypad.

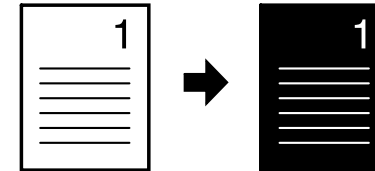
Note: To change number you entered, press **◀** or **▶** of the cursor key, then enter new number.
- 8 Press **[Enter]** to save the setting. The *D.Mag.* icon will be displayed on the LCD.
- 9 Set your documents, then press **START**.



Positive / Negative

When this feature is turned on, black and white areas of your document will be reversed.

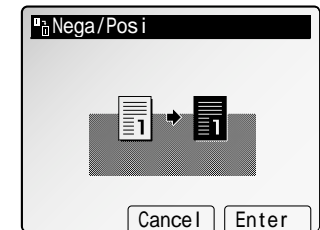
Note: You cannot use this function with the Erase border function.



- 1 Press **MENU**.
- 2 Select **"Nega/Posi"** using the cursor key and then press **[Enter]**.

- 3 Press **[Enter]** to turn this feature On.

Note: If you want to turn this feature *Off*, press **[Cancel]**.



- 4 The *Reverse* icon will be displayed on the LCD.
- 5 Set your documents, then press **START**.



Last copy job

Your machine can hold the scanned data when you make a copy for a certain period. With this feature, you can make the same copy as the previous even when you do not have the original document.

Important: You must set the *Last Job hold time* in advance. (See page 2.28.)
If you want to set this feature *Off*, set *0 minute* in the *Last Job hold time* setting.

Note: The machine holds only the last copy job in the memory.

Note: This feature will be not available in the following cases:

- When the power was turned off after making a copy
- When the *Last Job hold time* you set has passed (see page 2.28.)
- When the scanned data was erased (see the right column)

Using Last Job feature

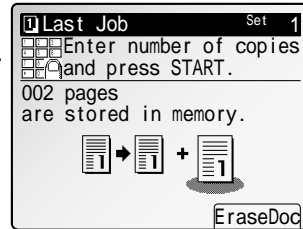
- 1 Press **MENU**.
- 2 Select "**Last Job**" using the cursor key and then press **[Enter]**.

- 3 Use the numeric keypad to enter the number of copies you want.

Note: To change the number entered, overwrite it with new number.

- 4 Press **START**.

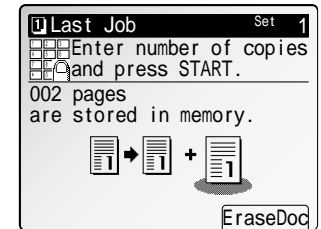
The machine will start to make copies.



Erase the document for Last Job

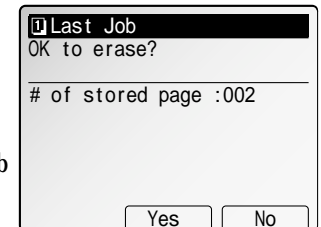
- 1 Press **MENU**.
- 2 Select "**Last Job**" using the cursor key and then press **[Enter]**.

- 3 Press **[EraseDoc.]**.



- 4 The LCD will show:
Press **[Yes]** to erase it.

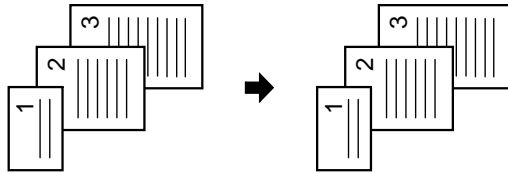
The machine will erase the document for the Last Job in the memory.



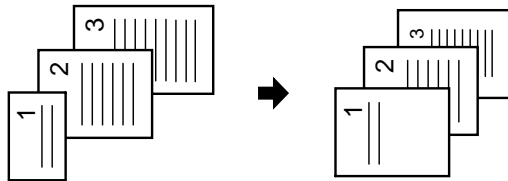
Mixed length copy

When you want to make a copy of the various sized documents, turn this feature on.

Making copies on the same sized paper as each documents:



Reduce each document to fit the same sized paper:



Note: When your document is smaller than the paper you selected, it will be printed with 100% as the enlarged copy feature is not available with ADF.

Acceptable document size

Acceptable document size for the mixed length copy is as follows:

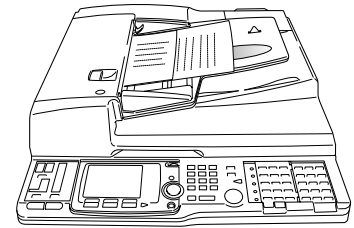
Half-letter ☐, Letter ☐, Legal ☐

or

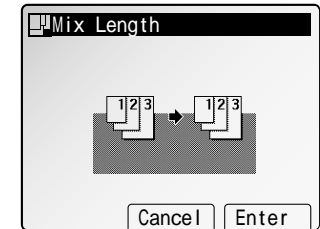
Letter ☐, Ledger ☐

To make a mixed length copy:

- 1 Set your documents face up into the ADF.
- 2 Adjust the document guide to fit the documents.
- 3 Press **MENU**.
- 4 Select **"Mix Length"** using the cursor key and then press **[Enter]**.



- 5 Press **[Enter]** to turn this feature On.
Note: If you want to turn this feature *Off*, press **[Cancel]**.



- 6 The *Mix Length* icon will be displayed on the LCD.



- 7 Select the recording paper and the reduction ratio you want.

If you want your machine to select the same sized paper as each document automatically, press **[Paper]** and select **"Auto"**. Then press **REDUCE/ENLARGE** to select **"100%"**.

If you want your machine to reduce each document to fit the paper you selected automatically, press **[Paper]** and select the desired paper. Then press **REDUCE/ENLARGE** to select **"Auto"**.

- 8 Press **START**.
Note: If your machine does not have suitable sized papers, the LCD will show "No paper size is suitable. OK to continue coping?". If you want to continue, press **START** and supply the papers the LCD shows. Otherwise, press **STOP** and return to step 1.

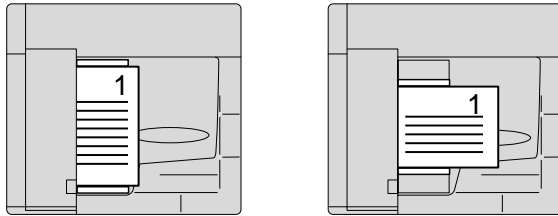
Duplexed copies

Your machine can scan 2-sided documents and make 1-sided copies.

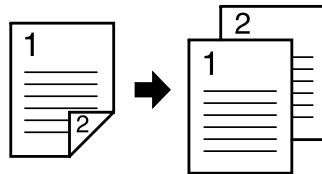
When your machine has the optional duplex unit, you can also make 2-sided copies from 1-sided documents, 2-sided documents or facing pages of book documents.

How to set the document

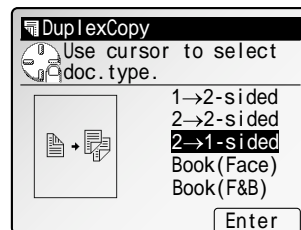
Set the documents as shown below:



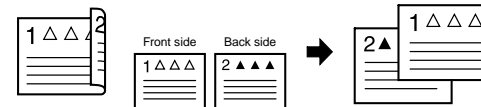
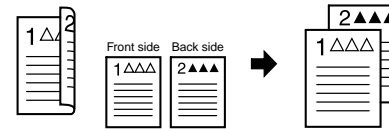
Making single copies from 2-sided documents



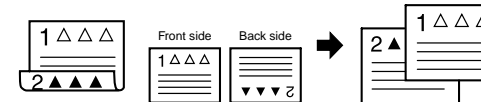
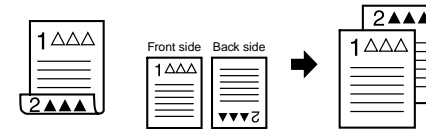
- 1** Press **MENU**.
- 2** Select “**DuplexCopy**” using the cursor key and then press **[Enter]**.
If you do not have the optional duplex unit, skip to step 4.
- 3** Select “**2→1-sided**” using the cursor key and then press **[Enter]**.



- 4** Select the bind position using the cursor key. Select **[R&L]** when the document direction is as illustrated below:

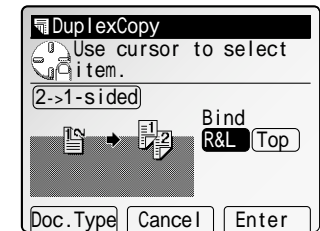


Select **[Top]** when the document direction is as illustrated below:



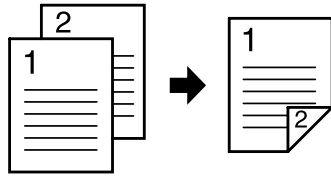
Note: If you want to change the document type, press **[Doc.Type]**. Your machine will return to step 3.

- 5** Press **[Enter]** to save the setting. The *Duplex* icon with *Sort* icon will be displayed on the LCD.
- 6** Set your documents, then press **START**.

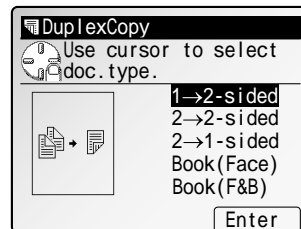


Making duplex copies from two 1-sided documents

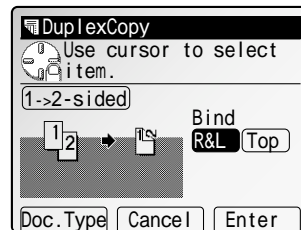
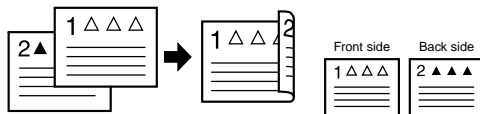
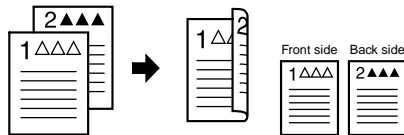
Note: The optional duplex unit is required to use this feature.



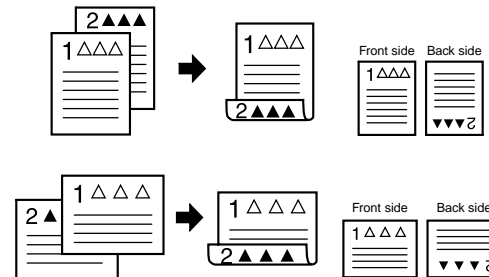
- 1 Press **MENU**.
- 2 Select **"DuplexCopy"** using the cursor key and then press **[Enter]**.
- 3 Select **"1→2-sided"** using the cursor key and then press **[Enter]**.



- 4 Select the bind position using the cursor key.
If you select **[R&L]**, the copy result will be as illustrated below:



If you select **[Top]**, the copy result will be as illustrated below:



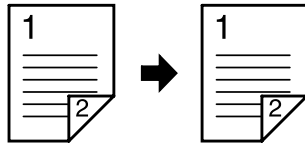
Note: If you want to change the document type, press **[Doc.Type]**. Your machine will return to step 3.

- 5 Press **[Enter]** to save the setting. The *Duplex* icon with *Sort* icon will be displayed on the LCD.
- 6 Set your documents, then press **START**.

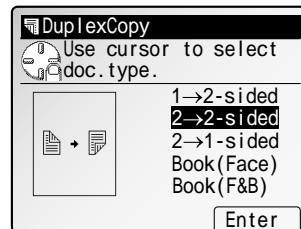


Making duplex copies from 2-sided documents

Note: The optional duplex unit is required to use this feature.



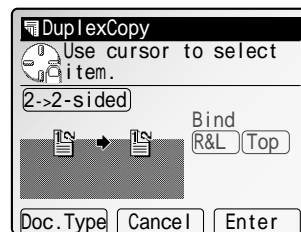
- 1 Press **MENU**.
- 2 Select **"DuplexCopy"** using the cursor key and then press **[Enter]**.
- 3 Select **"2→2-sided"** using the cursor key and then press **[Enter]**.
- 4 If the booklet copy feature is also set to *On*, proceed to step 5. Otherwise, skip to step 6.



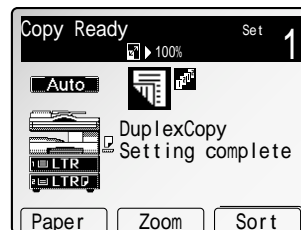
- 5 Select the bind position using the cursor key.

Note: Regarding **[R&L]** and **[Top]**, refer to step 4 in "Making duplex copies from two 1-sided documents" on page 2.19.

Note: If you want to change the document type, press **[Doc.Type]**. Your machine will return to step 3.



- 6 Press **[Enter]** to save the setting. The *Duplex* icon with *Sort* icon will be displayed on the LCD.
- 7 Set your documents, then press **START**.



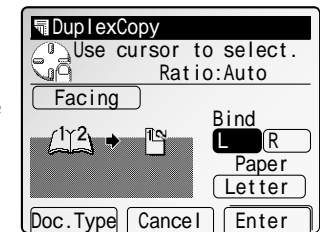
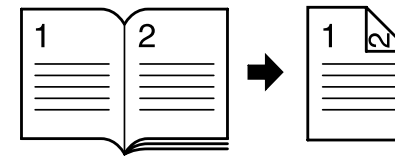
Making duplex copies from facing pages of the book

When you want to make duplex copies from facing pages of the book, you can choose the document type from the following two types.

Note: The optional duplex unit is required to use this feature.

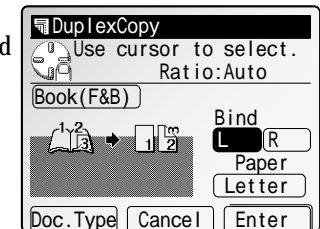
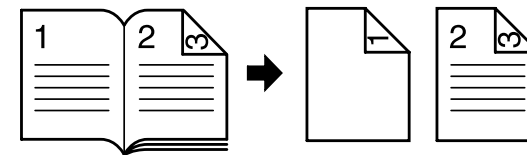
Two facing pages --> One 2-sided sheet

When you select **"Book (Face)"**, two facing pages of your original documents will be copied onto one 2-sided sheet. When page 1 and page 2 are facing, page 1 will be copied onto the face and page 2 will be onto the back, as follows:



Same as original book

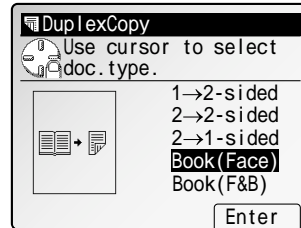
When you select **"Book (F&B)"**, page 1 will be copied onto the back of the first sheet. Then page 2 will be copied onto the face of the second sheet and page 3 will be onto the back of the second sheet, as follows:



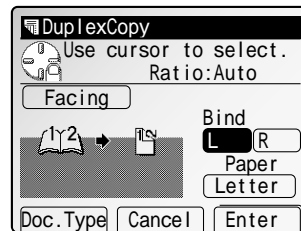
Note: The face of the first sheet will be blank.

Making two facing pages into one 2-sided sheet

- 1 Press **MENU**.
- 2 Select **"DuplexCopy"** using the cursor key and then press **[Enter]**.
- 3 Select **"Book (Face)"** using the cursor key and then press **[Enter]**.

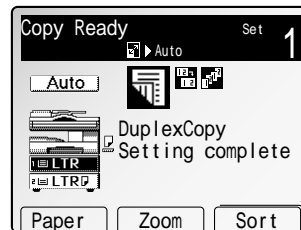


- 4 Select the bound side of the book document using the cursor key.
If your book document type is reading from left to right, select **"L"**.
If your book document type is reading from right to left, select **"R"**.



Note: If you want to change the document type, press **[Doc.Type]**. Your machine will return to step 3.

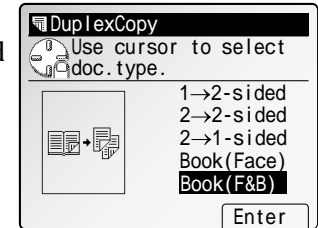
- 5 Press **[Enter]** to save the setting. The *Duplex* icon with *Sort* and *Combine* icon will be displayed on the LCD.



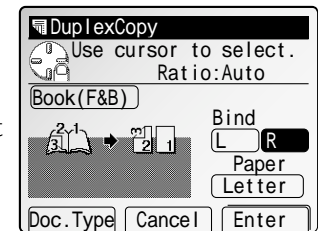
- 6 Set your book document on the FBS glass, then press **START**.

Making duplex copies the same as the original book

- 1 Press **MENU**.
- 2 Select **"DuplexCopy"** using the cursor key and then press **[Enter]**.
- 3 Select **"Book (F&B)"** using the cursor key and then press **[Enter]**.

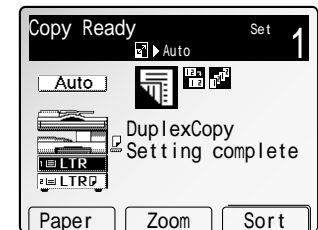


- 4 Select the bound side of the book document using the cursor key.
If your book document type is reading from left to right, select **"L"**.
If your book document type is reading from right to left, select **"R"**.



Note: If you want to change the document type, press **[Doc.Type]**. Your machine will return to step 3.

- 5 Press **[Enter]** to save the setting. The *Duplex* icon with *Sort* and *Combine* icon will be displayed on the LCD.



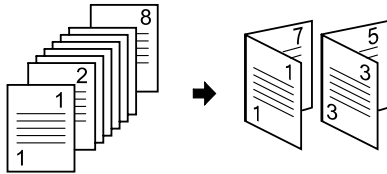
- 6 Set your book document on the FBS glass, then press **START**.

Booklet copies

Note: The optional duplex unit is required to use this feature.

Note: This feature is available only with the ADF.

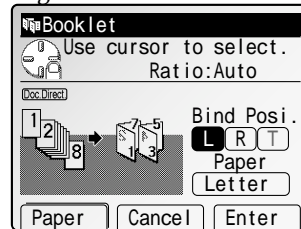
Making a booklet copy from eight 1-sided documents



- 1** Press **MENU**.
- 2** Select **"Booklet"** using the cursor key and then press **[Enter]**.
- 3** Select the binding position – left, right or upper – using the cursor key.

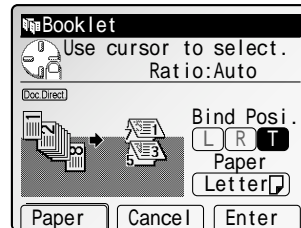
If you want to select the binding position to left or right:

- (1) Select recording paper except ☐ direction of the paper by pressing **[Paper]** and then press **[Enter]**.
- (2) Select binding position to left or right using the cursor key.
If you want to make a booklet copy reading from left to right, select **"L"**.
If you want to make a booklet copy reading from right to left, select **"R"**.

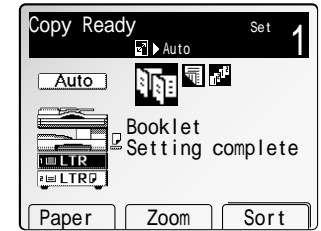


If you want to select the binding position to upper:

- (1) Select ☐ direction of the recording paper by pressing **[Paper]** and then press **[Enter]**.
- (2) Select binding position to upper. (Select **"T"** on the LCD.)

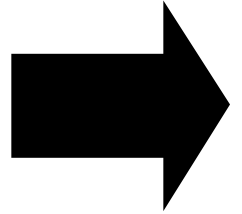


- 4** Press **[Enter]** to save the setting. The *Booklet* icon with *Duplex* and *Sort* icon will be displayed on the LCD.



- 5** Set your documents in the ADF, then press **START**.

Changing the default copy settings



Erase border setting	2.25
Erasing center setting	2.26
Binding margin setting	2.26
Sorting copy setting	2.27
User settings (for copy mode)	2.27
Print the copy settings	2.30

Accessing the default setting mode

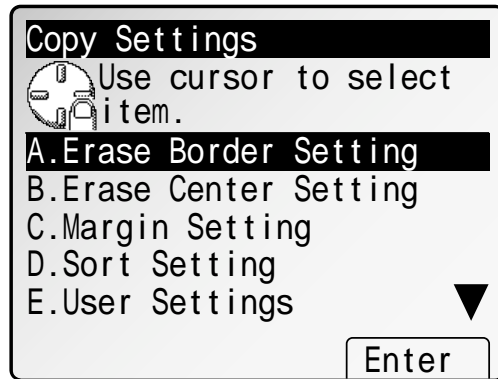
You can change or set the machine's default copy settings.

Note: Regarding the changing of the fax settings, see pages 3.69–3.76.

Note: Regarding the changing of the machine settings, see pages 4.6–4.16.

To access the copy settings:

- 1 Press **MENU**.
- 2 Press **[Copy Set]**.



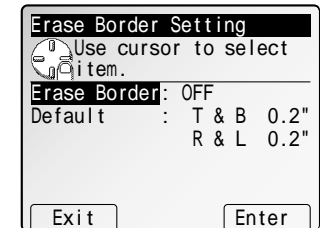
- 3 Select the desired settings using the cursor key, and then press **[Enter]**.
- 4 Change the settings to your preference.
- 5 Then, press **[Exit]** to save the setting.

A. Erase border setting

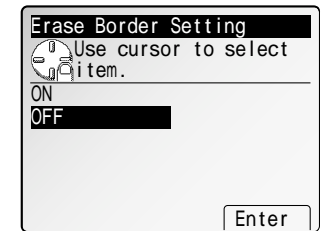
Default setting: OFF, Erased margin: Left and Right 0.2", Top and Bottom 0.2"

The default setting of the erased margins in the erase border function can be changed within 0.2 – 2.0 inches in 0.1 inch steps.

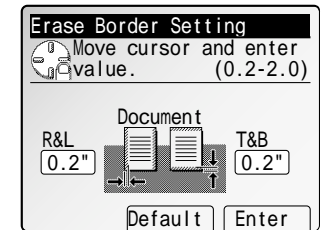
- 1 Press **MENU**, **[Copy Set]**.
- 2 Select **"A.Erase Border Setting"** and then press **[Enter]**.



- 3 To change the default setting of Erase Border, select **"Erase Border"** then press **[Enter]**.
- 4 Select **"ON"** or **"OFF"** then press **[Enter]** to save the setting.



- 5 If you want to change the default value of erased margin, select **"Default"** then press **[Enter]**.
- 6 Enter desired value, then press **[Enter]**.
- 7 Press **[Exit]** or **RESET** to save the default setting.



Note: Press **RESET** to return to standby.

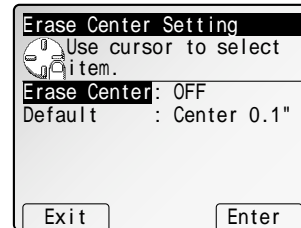
Note: If you set the default setting to ON, the Erase Border icon will be appeared on the LCD.

B. Erasing center setting

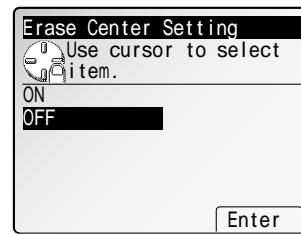
Default setting: OFF, Erased margin: 0.1 inch

The default setting of the erased margins in the erase center function can be changed within 0.1 – 2.0 inches in 0.1 inch steps.

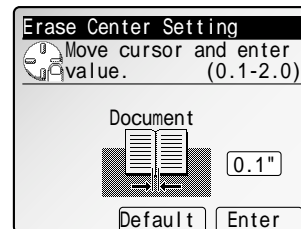
- 1 Press MENU, [Copy Set].
- 2 Select “B.Erase Center setting” and then press [Enter].



- 3 To change the default setting of Erase Center, select “Erase Center” then press [Enter].
- 4 Select “ON” or “OFF” then press [Enter] to save the setting.



- 5 If you want to change the default value of erased margin, select “Default” then press [Enter].
- 6 Enter desired value, then press [Enter].
- 7 Press [Exit] or RESET to save the default setting.



Note: Press RESET to return to standby.

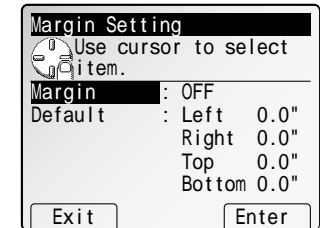
Note: If you set the default setting to ON, the Erase Center icon will be appeared on the LCD.

C. Binding margin setting

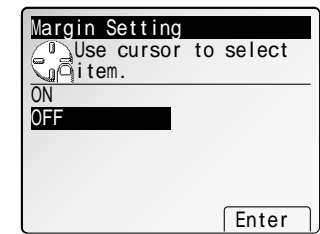
Default setting: OFF, Binding margins: 0 inch

The default setting of the binding space in the image shift copy function can be changed within 0.1 – 1.0 inch in 0.1 inch steps.

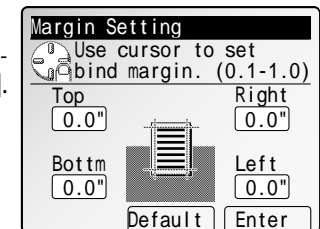
- 1 Press MENU, [Copy Set].
- 2 Select “C.Margin Setting” and then press [Enter].



- 3 To change the default setting of the binding margin, select “Margin” then press [Enter].
- 4 Select “ON” or “OFF” then press [Enter] to save the setting.



- 5 If you want to change the default value of binding space, select “Default” then press [Enter].
- 6 Enter desired value using the cursor key, then press [Enter].
- 7 Press [Exit] or RESET to save the default setting.



Note: Press RESET to return to standby.

Note: If you set the default setting to ON, the Binding Margin icon will be appeared on the LCD.

D. Sorting copy setting

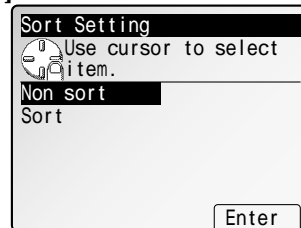
Default setting: Non-Sort

You can select sort function.

- 1 Press MENU, [Copy Set].
- 2 Select “D.Sort Setting” and then press [Enter].
- 3 Select desired function for default sort setting.
- 4 Press [Enter] to save the default setting.

Note: Press RESET to return to standby.

Note: If you set the sort function to ON, the Sort icon will appear on the LCD.



E. User settings (for copy mode)

You can change the default of following settings:

Scan settings. (Document type priority and Image density priority)

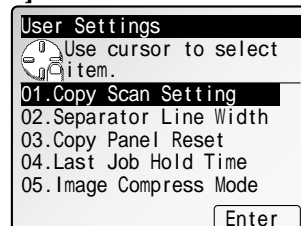
Width of the separator line in combine or image repeat function.

Auto reset time.

Scanning resolution priority. (You can select 600 dpi or 400 dpi)

To access the machine setting mode:

- 1 Press MENU, [Copy Set].
- 2 Select “E. User Settings” and then press [Enter].
- 3 Select desired setting you want to change, then press [Enter].
- 4 Change the settings to your preference.

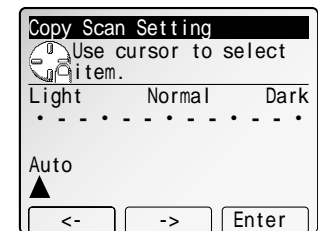
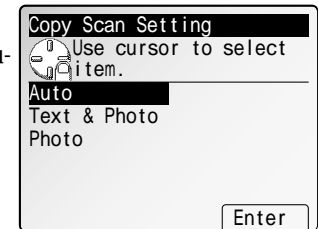
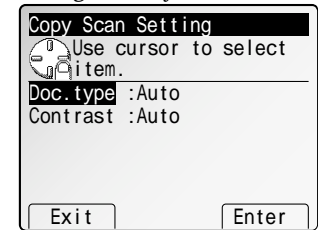


01. Copy scan setting

Default setting: Document type: Auto, Image density: Auto

You can change the priority mode of Document type and Image density.

- 1 Press MENU, [Copy Set].
- 2 Select “E. User Settings” and then press [Enter].
- 3 Select “01. Copy Scan Setting” and then press [Enter].
- 4 If you want to change the priority mode of document type, select “Doc. type” and then press [Enter].
- 5 Select desired mode and then press [Enter] to save the setting.
- 6 If you want to change the priority mode of image density, select “Contrast” and then press [Enter].
- 7 Select desired mode using the cursor key, and then press [Enter] to save the setting.
- 8 Press [Exit] or RESET to save the default setting.



Note: Press RESET to return to standby.

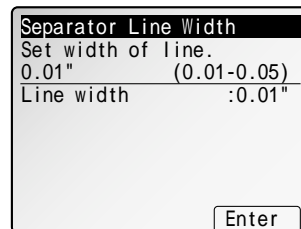
02. Width of the separator line

Default setting: 0.01 inch

You can change the width of the separator line in the Combine and Repeat function. The default setting is 0.01 inch, but you can change it to within 0.01 – 0.05 inch in 0.01 inch steps.

- 1 Press **MENU**, [**Copy Set**].
- 2 Select “**E. User Settings**” and then press [**Enter**].
- 3 Select “**02. Separator Line Width**” and then press [**Enter**].

- 4 Enter the width of the separator line you want to set to default.
- 5 Press [**Enter**] to save the setting.
- 6 Press **RESET** to return to standby.



03. Auto reset mode

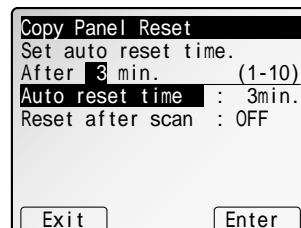
Default setting: Auto reset time: 3 minutes, Reset after scan: OFF

The machine returns to its initial condition automatically after a certain period of time. You can change this time from 1 to 10 minutes. Also, you can set the machine to return to its initial condition soon after finishing to scan.

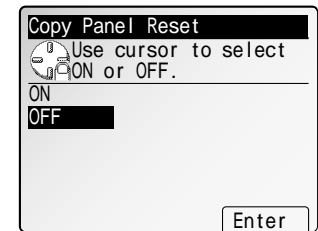
Note: The machine first resets the LCD display, and after certain period of time it resets the key settings to the initial condition.

- 1 Press **MENU**, [**Copy Set**].
- 2 Select “**E. User Settings**” and then press [**Enter**].
- 3 Select “**03. Copy Panel Reset**” and then press [**Enter**].

- 4 Select “**Auto reset time**” and then press [**Enter**].
- 5 Enter the time for auto resetting, and then press [**Enter**] to save the setting.



- 6 Select “**Reset after scan**” and then press [**Enter**].
- 7 Select “**ON**” or “**OFF**” then press [**Enter**] to save the setting.
- 8 Press [**Exit**] to finish.
Press **RESET** to return to standby.



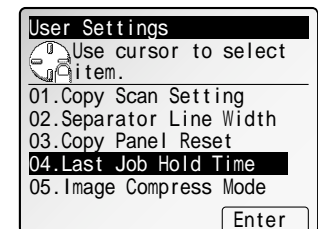
04. Last Job Hold Time

Default setting: 0 minute

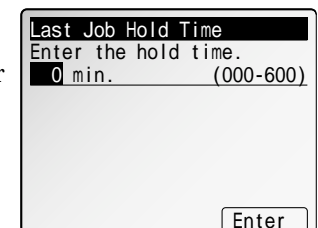
Your machine can hold the last scanned data of copying for a certain period. You can change that time here.

Note: If it is 0 minute, the Last Job feature will not work.

- 1 Press **MENU**, [**Copy Set**].
- 2 Select “**E. User Settings**” and then press [**Enter**].
- 3 Select “**04. Last Job Hold Time**” and then press [**Enter**].



- 4 Enter the time for holding the scanned data for the Last Job feature.
- 5 Press [**Enter**] to save the setting.
- 6 Press **RESET** to return to standby.



05. Image Compression Mode

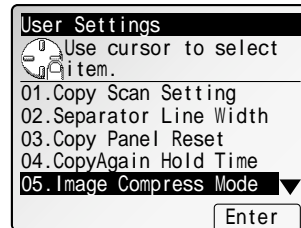
Default setting: *NORM*

You can compress the scanned image and store it in memory. When you select *HIGH* in this setting, you can store more documents in the memory.

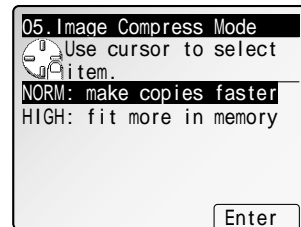
Note: When you select *HIGH*, the scanning speed will be slower.

- 1 Press **MENU**, [**Copy Set**].
- 2 Select “**E. User Settings**” and then press [**Enter**].

- 3 Select “**05. Image Compress Mode**” and then press [**Enter**].



- 4 Select the mode you want.
If you want to store more documents in the memory, select *HIGH*.
If you want to make the scanned speed to be faster, select *NORM*.



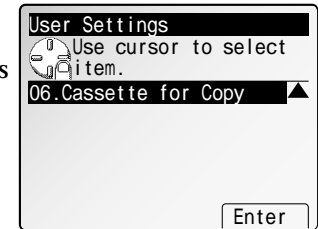
- 5 Press [**Enter**] to save the setting.
- 6 Press **RESET** to return to standby.

06. Cassette for copying

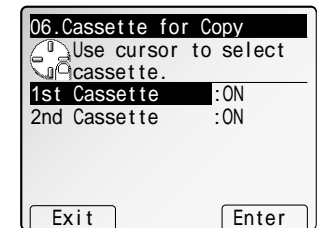
Default setting: *1st cassette: ON, 2nd cassette: ON*

If you do *not* want to use certain cassette for copying, set it to OFF.

- 1 Press **MENU**, [**Copy Set**].
- 2 Select “**E. User Settings**” and then press [**Enter**].
- 3 Select “**06. Cassette for Copy**” and then press [**Enter**].



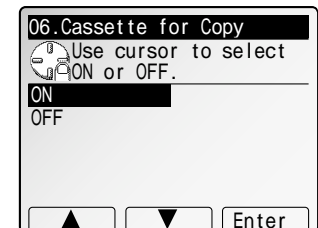
- 4 Select the cassette you want to set using the cursor key and then press [**Enter**].



- 5 Select “ON” or “OFF” using the cursor key.
- 6 Press [**Enter**] to save the setting.
- 7 If you want to set other cassette, repeat step 4–6.

To finish, press [**Exit**].

Press **RESET** to return to the standby mode.



F. Print the copy settings

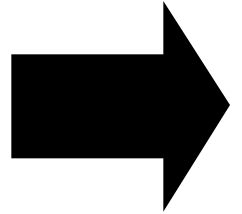
You can print the list of copy settings. In the list, the current setting is shaded.

To print the copy setting list:

- 1** Press **MENU**, [**Copy Set**].
- 2** Select “**F. Print Copy Settings**” using the cursor key.
- 3** Press [**Enter**].

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Basic fax features



Some guidelines	3.1
Sending a fax	3.3
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Using as a Phone	3.10

Some guidelines

Resolution, grayscale and contrast

Reviewing resolution and grayscale:

- **Normal** resolution is suitable for most typed documents and simple drawings.
- **Fine** resolution is ideal for maps, moderately complicated drawings, floorplans or handwritten documents.
- **Superfine** resolution ("S-FINE" on the control panel) reproduces the detail of extremely complicated drawings or line art.
- **Grayscale** mode ("HALFTONE" on the control panel; "Gray" on the LCD) captures shades in photos and drawings.

Note: If you send a fax in superfine, certain fax models (especially older, non-Muratec models) receive it only in fine mode. However, you can send a fax in grayscale mode to virtually *any* fax machine currently in use.

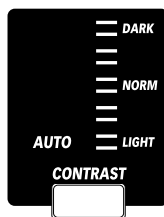


To change the resolution setting, press **RESOLUTION** repeatedly. A glowing LED indicates the machine is using the setting named by that LED.

Reviewing contrast:

Setting the contrast allows you to compensate for any excessive lightness or darkness, as the case may be, of document pages you are sending or copying.

Pressing **CONTRAST** to select the contrast mode:



- | | |
|---------------|---|
| DARK | – Darkens weak, “washed-out” images. |
| = | – Provides some darkening of documents. |
| NORMAL | – Suited to most documents. |
| = | – Provides some lightening of documents. |
| LIGHT | – Lightens up overly dark documents. |
| AUTO | – This mode automatically set the suitable setting according to the document density. |

Note: You can set the primary mode of the resolution and contrast. (See page 3.69.)

Mixing resolution and contrast in a multiple page

When you send the document with more than one page, you can select different resolutions and contrasts for each page.

Place your document, select resolution and contrast for first page, dial and press **START**. Then follow one of the following two procedures.

When the document is placed in the ADF

Select resolution and contrast before the next page is scanned.

When the document is placed on the FBS glass

- 1 Remove the previous page and place the next page.
- 2 Select resolution and contrast. Then press **START**.

Entering a pause character when dialing

Some long-distance systems require dialing pauses, and pauses can also be useful when you're dialing through special telephone exchanges.

When you are dialing or storing the autodialer, and you want to insert a *pause* character, press **NEXT** until the **[Pause]** is appeared on lower part of the LCD, then press **[Pause]** after you've dialed at least one other character. -/ (the pause character) will appear on the LCD.

Each pause entered lasts for a factory-set two seconds.

For example, if the pause is at the factory setting, pressing **9**, **NEXT**, **[Pause]**, **19725552009** dials 9 [2-second pause] 1 9 7 2 5 5 5 2 0 0 9.

Note: Each pause uses *two* of the characters you're allowed in a number.

Note: To change the dialing pause length, see “Changing the pause length” on page 3.75.

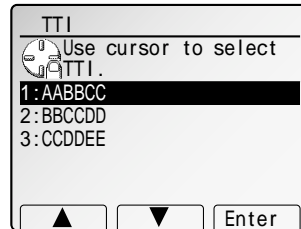
TTI select

When you send a fax message, your TTI is automatically printed at the top of documents you send. You can select one of three TTI you've stored in your machine.

Note: See "EasyStart" on pages 1.17–1.18, to refer the storing the TTI.

To select the TTI:

- 1 Place the document and select resolution and contrast you require.
- 2 Press **NEXT** until **[TTI]** is appeared on the LCD.
- 3 Press **[TTI]**.
- 4 Using a cursor key to select TTI you want to send.
- 5 Press **[Enter]**.
- 6 Dial a fax number.
- 7 Press **START**.



Note: After transmission if you did not select TTI before sending a document, the stored TTI you've selected in EasyStart will be printed at the top of document you send.

Automatic document size detection

Your machine can automatically detect the following size of your document.

- Letter (8.5" × 11") □ □
- Legal (8.5" × 14") □
- Ledger (11" × 17") □
- Half-letter (5.5" × 8.5") □ □

Note: Half-letter □ is available only with the FBS.

If you set the non-standard sized document or the machine could not detect the document size, select the scanning size manually. (See the right column.)

Select scanning size to be sent

When you send or store your document, usually the machine automatically detects the size of your document when it is placed on the ADF or FBS glass. However, if you wish to override this and select scanning size manually, proceed to the following steps.

Note: You can select one of the following standard paper sizes.

- Letter(8.5" × 11") □ □
- Half-letter(5.5" × 8.5") □ □*
- Legal(8.5" × 14") □
- Ledger(11" × 17") □

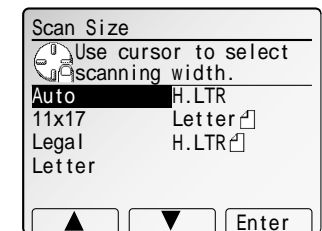
* : Half-letter □ is available only with the FBS.

Note: If you want to set the different sized documents at a time in ADF, turn the Mix Length feature on. (See page 3.33.)

Note: To override auto document size detection, you have to set the scanning size at each page scanning.

To select the scanning size manually:

- 1 Place the document and select resolution and contrast you require.
- 2 Enter **NEXT**, **[ScanSize]**.
- 3 Select desired size by using a cursor key.
Note: When you use the ADF, "H.LTR" will be shaded and cannot be selected.
- 4 Press **[Enter]**.
- 5 Enter the fax number and press **START**.



Sending a fax

Using memory transmission

Your fax machine has a great memory! Take advantage of it, and you could:

Save Time. By using your fax machine's memory, you won't have to wait for your machine while it completes the transmission. Simply scan your document into your fax machine's memory, and you can walk away with your original in hand.

Save Money. If you're transmitting to another memory-equipped fax machine, your machine will send the document directly into the other machine's memory and hang up. (The receiving machine then prints out your message from its memory after the call has ended.) This cuts your actual on-line time to a minimum.

Save Even More Money. Set up a delayed command (see page 3.25) to send your document after hours, and you can save more money, because the line charges will be cheaper.

The default transmission mode when the machine is turned on or when modes are cleared is memory transmission. You can change this setting, see below.

Note: Whether you decide to send your documents from memory or manually, you can override that choice one transmission at a time by pressing **MEMORY TRANSMIT** before you send your document. After completing the communication, your fax will return to the *default* setting.

Note: If you want to change the *default* setting of transmission mode, see "Memory transmission," on page 3.70.

Note: Some documents use up memory faster than others. They include documents with many pages and those with many dark areas. *When the machine's memory is full, it can only transmit through the document feeder.*

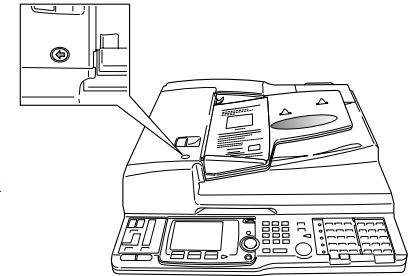
Note: When you send a fax using the FBS glass, the memory transmission will be used automatically, even if the memory transmission is not set.

If the **MEMORY TRANSMIT** light glows, memory transmission is *on*.

If the **MEMORY TRANSMIT** light doesn't glow, memory transmission is *off*.

Sending a fax from the ADF

- 1 Adjust the document guides to fit the page(s) you'll be faxing. Your fax machine's ADF will hold up to 50 sheets.
- 2 Align the edge of your documents and stack them in the ADF **face up**.
- 3 *Adjust resolution and contrast if necessary.*
Press **RESOLUTION** to change the resolution.
Press **CONTRAST** to change the contrast.
- 4 *Adjust memory transmission if necessary.*
Press **MEMORY TRANSMISSION** to toggle memory transmission on and off.
- 5 *Enter the fax number.*
Enter any access codes necessary, just as you would for a regular phone call. (Example: Enter 9 to "dial out" from an office telephone system, or 1 for long-distance.)
- 6 *Press START.*
By pressing **START**, you've just given your machine a command. In turn, your machine gives this action a command number as it scans the fax document.



This command number appears on the LCD while the machine is scanning the document:

You'll need to know this command number if you later wish to cancel the transmission or to print a stored document (see pages 3.29–3.30).

Scanning (Cancel: Press STOP)	
Jul 4 2000	13:30
Fax Ready	Mem. 99%
Com. No. : C001	P01
12345678	Letter
	Normal
	Next Doc.
	No
Yes	No

- 7** Now, everything is up to the machines — yours and the one you're dialing.
- If the fax has been set for *Quick Memory transmit*, your machine scans the first page of your document into memory, then dials the other fax. When it makes contact, your machine transmits the stored document from memory while at the same time scanning the remaining pages of your document into memory. (To set *Quick Memory transmission*, see page 3.70.)
 - If the fax has been set for the *normal memory transmit*, your fax scans the entire document into memory, then dials the other fax. When it makes contact, your machine transmits the entire stored document from memory.
 - If the fax is set for *non-memory transmission*, your machine simply dials the other fax. When it makes contact, your machine feeds the document through, scanning and transmitting it as it goes.

Note: The more “stuff” (called *black coverage*) your machine “sees” on a page, the slower the page feeds through as the fax scans it. And even if the page is relatively clean, sending it in grayscale mode or at certain resolutions makes your machine “see” more “stuff.” The same is true if you set the contrast to Dark.

Important: If you want to *cancel* a transmission while *scanning* the document, press the **STOP** key.

If you want to *cancel* a transmission in progress, use the *Job Review* function. See “Canceling commands” on page 3.6.

- 8** After transmission, the machine beeps and return to its standby mode.

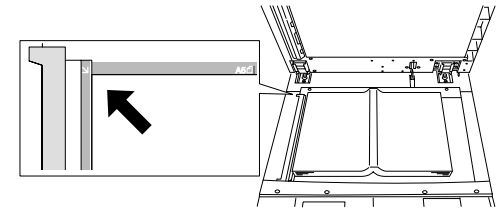
Note: If the call fails, see “Redialing,” page 3.6.

Sending a fax from the FBS glass

Set your document that cannot be placed in the ADF on the FBS glass one page at a time.

Note: The machine gives priority to the document on the ADF to make a copy or send a fax, when the documents are set both on the ADF and FBS glass.

- 1** If there's a document in the ADF, remove it.
- 2** Open the platen cover.
- 3** Place the document **face down** on the FBS glass and align it with the document scale on the rear and left, then gently close the platen cover. Make sure the document is set beyond the rear left corner.



Important: Gently close the platen cover so that you don't catch your hands, possibly injuring them.

Important: When sending a bound document, such as a book, the received image may contain some black areas. To reduce this effect, hold down the document to prevent its bound part from rising. However, **do not press too strongly**. This may break the FBS glass and cause an injury.

- 4** *Adjust resolution and contrast if necessary.* Press **RESOLUTION** to change the resolution. Press **CONTRAST** to change the contrast.
- 5** *Enter the fax number.* Also, enter any access codes necessary, just as you would for a regular phone call. (Example: Enter *9* to “dial out” from an office telephone system, or *1* for long-distance.)
- 6** *Press START.*

By pressing **START**, you've just given your machine a command. In turn, your machine gives this action a *command number* as it scans the fax document.

This command number appears on the LCD while the machine is scanning the document into the memory.

You'll need this command number to cancel the transmission or to print a stored document (see pages 3.29–3.30).

Scanning(Cancel:PressSTOP)	
Jul 4 2000	13:30
Fax Ready	Mem. 99%
Com.No.: C001	P01
12345678	Letter <input checked="" type="checkbox"/>
	Normal
	NextDoc.
	Yes
Yes	No

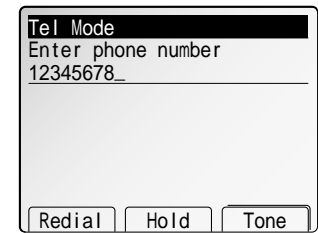
- 7** If you want to send more pages, proceed to step 8.
Otherwise, press **START** to start the transmission, and skip to step 9.
- 8** Place the next page, then press [**Start**] to start scanning.
To send any more pages, repeat this step.
Otherwise, press [**Exit**] to start the transmission, and skip to step 9.
- 9** Now, everything is up to the machines — yours and the one you're dialing.
When it makes contact, your machine transmits the stored document from memory.
Note: If you want to *cancel* a transmission while *scanning* the document, press the **STOP** key.
If you want to *cancel* a transmission in progress, use the *Job Review* function. See "Canceling commands" on page 3.6.
- 10** After transmission, the machine beeps and return to its standby mode.
Note: If the call fails, see "Redialing," page 3.6.

Sending a fax using monitor/call or a handset

You may also fax a document using either the monitor speaker or the optional handset to dial.

- 1** Place the document in the ADF.
Note: In this function, you cannot use the FBS glass.
- 2** Adjust resolution and contrast if necessary.
- 3** Obtain a dial tone, either by:
 - Pressing **MONITOR/CALL**
 - ... or ...
 - Lifting the optional handset.

In either case, the LCD shows (see right):



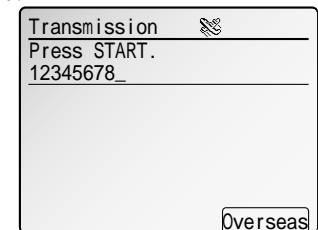
- 4** Enter the fax number.
Also, enter access codes with the number, just as for a regular phone call.
- 5** When you hear fax tones from the remote unit, press **START**.
Note: If a person answers the phone, use the optional handset to tell the person you're trying to send a fax. When you hear fax tones, press **START**.
- 6** If you're using an optional handset, hang up after pressing **START**.
- 7** After transmission, the machine beeps and returns to its standby mode.
Note: If the call fails and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up. Or if you've pressed **START** to begin the fax transmission, press **STOP** to end it.
Also see "Redialing manually," next page, if the call fails.

Overseas transmission mode

This mode instructs your fax to compensate for the poor transmission characteristics of some overseas telephone lines. To set overseas mode:

- 1** Enter the fax number using the numeric keypad.
- 2** Press **NEXT** until the [**Overseas**] is appeared.
Then press [**Overseas**].

Note: This feature automatically deactivates itself following each dialing.



Redialing

If your fax call fails, your machine automatically redials it. In the *Auto Redial mode*, your fax *automatically redials* the number every minute until one of the following happens:

- It reaches the remote fax machine.
- It has attempted the two redials and has still not connected.

While in the *Auto Redial mode*, the machine can continue to receive faxes and can make as many as 100 fax transmissions.

Note: If you used either the speaker or a handset to dial, you must redial manually (see below).

Note: The default setting of redial attempts is as flowing:

Number of redials : 2 times

Redial interval : 1 minute.

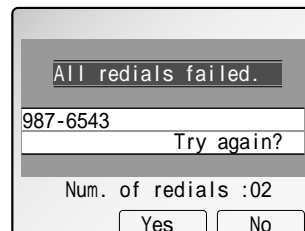
You can change this setting as you want. See “Changing redial settings,” page 3.75.

If the last redial attempt fails:

1 The LCD will ask you if it should attempt the redials again:

2 If you want the machine to attempt it again, press **[Yes]**.

Otherwise, press **[No]**. Your machine will print and display error messages.



Redialing manually

You can always redial calls manually. And you *must* redial manually if you use either the monitor speaker or an optional handset to dial the failed call.

To redial a fax call manually *without* using the monitor speaker or an optional handset:

- 1** Make sure the document is in the ADF and that the resolution and contrast are set.
- 2** Press **[Redial]**, **START**.

To redial a fax call manually *with* the monitor speaker or an optional handset:

- 1** Make sure the document is in the ADF and that the resolution and contrast are set.
- 2** Press **MONITOR/CALL** or lift the optional handset to get a dial tone.
- 3** Press **[Redial]**.
- 4** When you hear fax tones from the remote unit, press **START**.
Note: If a person answers the phone, use the optional handset to tell that person you're sending a fax. When you hear fax tones, press **START**.

To redial a voice call manually using the optional handset:

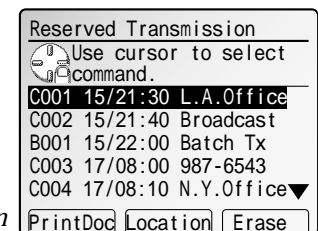
- 1** Lift the optional handset to get a dial tone.
- 2** Press **[Redial]**. When the other person answers, use the optional handset to speak to that person.

Canceling Commands

The Job Review function gives you the power to check on each job (or *command*) in your machine's memory. It also lets you *cancel* a command if you decide not to send the document.

To cancel a command:

- 1** Press **JOB REVIEW & COMM CANCEL**.
- 2** If your machine is attempting to perform a command *now*, it will appear on the display. Skip to step 5. Otherwise, proceed to step 3.
- 3** Select “**Reserved Transmission**” and then press **[Enter]**. The list of *Reserved Transmission* will appear.
- 4** Select the command you want to cancel using the cursor key.
- 5** Press **[Erase]**.
To return your machine to standby mode, press **RESET**.

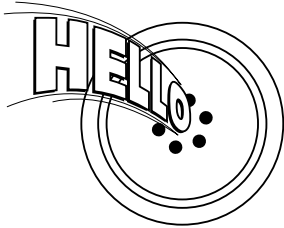


For more information on the Job Review function, see page 3.29.

Receiving faxes

Answering calls manually

In any reception mode, you can always answer calls manually *if you have an optional handset installed*. Just pick it up, as you would if using a normal phone.

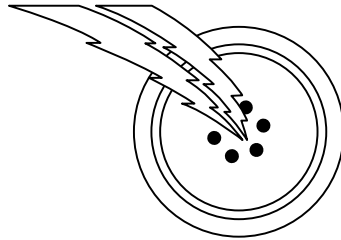


If you hear someone speaking to you, use your optional handset to speak back.

If you hear *fax tones* (“beep — beep — beep”), press **START** and hang up the optional handset. The fax machine will begin receiving a fax.

Note: Receiving this way disables “V.34” mode so that the machine receives the fax in normal ITU-T Group 3 fashion. (See page A1.2.)

Note: Don’t try to answer a call by pressing **MONITOR/CALL**. The monitor function is for dialing only.



Answering fax calls using another phone, not the fax machine

If you have one phone line ringing to several phones in your office and *you have an optional handset attached to your fax*, there’s no need to run to the fax machine to answer every call. If you happen to answer a fax call while you’re at another extension, put the handset down, but don’t hang up. Walk to the fax machine and pick up the optional handset. Then press **START**.

After you press **START**, hang up both the fax machine’s handset and the second telephone’s handset. Because remote fax machines will wait several seconds to hear reception tones from your unit, you have about 30 seconds to walk to your fax, pick up the handset, and press **START**.

Reception modes

Your fax machine has five different reception modes — *Tel Ready*, *Fax Ready*, *Fax/Tel Ready*, *Tel/Fax Ready* and *Ans/Fax Ready*. (See below for details.)

Note: To change the reception mode, refer to the “EasyStart,” on page 1.18.

Note: If you assign *Auto Rx* into a Soft Key, you can toggle Manual reception (Tel Ready) and Auto reception easily. (See page 4.1)

Tel Ready mode

- Use it if:**
- You want to use the same line for both fax and phone calls *and*
 - On that line, you’re using at least one other phone which is *not* connected to your fax machine *or*
 - You have an optional handset installed on your fax machine

In this mode: Your fax machine never answers calls automatically. You must answer each call as described in “Answering calls manually” (this page, left column).

Fax Ready mode

Use it if: Your fax machine uses its own phone line and doesn’t share it with a phone or an answering machine.

In this mode: Your fax machine answers each call and attempts to receive a fax.

Fax/Tel Ready mode

The Fax/Tel Ready mode is a combination of the Fax Ready and Tel Ready modes.

Use it if: An optional handset is installed on your fax machine
and
You're using the machine as both a fax machine and a telephone

In this mode: Your fax machine answers each call without ringing. If you receive a voice call, it alerts you with a special ring.

Your fax machine receives faxes silently *but also* alerts you when a regular voice call comes in. (Your fax machine also beeps once at the end of each reception.)

If a voice call comes in, your fax machine detects it and sounds a special ring. If you hear it, answer using your optional handset.

Note: This Fax/Tel Ready mode won't turn off ringers on other telephones in your house or office. Other phones won't distinguish between fax and voice calls.

Tel/Fax Ready mode

The Tel/Fax Ready mode is a combination of the Tel Ready and Fax Ready modes.

Use it if: An optional handset is installed on your fax machine
and
You're using the machine as both a telephone and a fax machine

In this mode: Your fax machine rings the number of times you've identified in the user settings. If you don't use the optional handset to answer the call, your fax machine answers the call. If a caller sends a fax, your machine begins receiving it. If a voice call comes in, your machine detects it and sounds a special ring, telling you to answer using the optional handset.

Ans/Fax Ready mode

Use it if: You're using an answering machine that's connected directly to your fax machine.

In this mode: An answering machine connected to your fax machine answers each call. If a voice call comes in, the answering machine begins to record the incoming message. If your fax machine hears a fax tone, it begins receiving the fax message.

Using an answering machine with your fax machine

To connect your answering machine to your fax machine:

- 1** Set the fax machine for Ans/Fax Ready.
- 2** Set your answering machine to answer calls after *no more than* two rings. (See the answering machine's instructions if necessary.)
- 3** Create a new outgoing message on your answering machine. Here's a suggested message:

*Hello! You've reached [your name or telephone number]. To leave a **voice** message, please wait for the beep. To send a **fax**, press **START** on your fax machine. Thanks for calling!*

Important: Your answering machine's outgoing message must be *no longer than* 10 seconds.

Out-of-paper reception

In the following cases, your machine cannot print fax messages but receive them into its memory.

- When your fax machine runs out of paper.
- When it does not have standard sized papers (Letter ☐ ☐, Legal ☐, Ledger ☐ or Half-letter ☐ ☐) which can be used for the fax reception.
- When the cassette is set to OFF for "Cassette for Rx" (refer to page 3.8).

Your machine can store up to 250 fax *receptions* in its memory. This is called *out-of-paper reception*. Once you supply the papers, the fax machine prints the stored messages automatically.

Note: The number of *pages* (not *receptions*) your fax machine can store for out-of-paper reception will vary. It depends on:

- Your machine's memory capacity
- Types of documents being sent to your machine
- Resolution of documents being sent to your machine

Using as a Phone

Your machine can also be used as a phone, if you have an optional handset installed. The following is a brief look at the machine's telephone features.

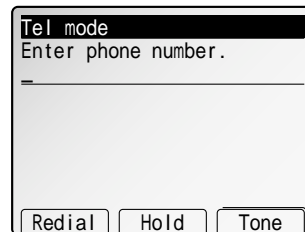
Redial

Press **[Redial]** to redial the last number dialed on your machine.

Dialing with the monitor speaker

Because your machine has a monitor speaker, you can dial without picking up the handset. For hands-free dialing:

- 1** Press **MONITOR/CALL**. You'll hear a dial tone (unless you have set your speaker volume to *Off*; see page 3.76), and you'll see the display as shown at right:
- 2** Dial the number you want. Use either the numeric keypad, a one-touch key or a speed-dial number to dial.



Note: Remember, your machine's monitor speaker is *not* a *speakerphone*. If a person answers the call, pick up the handset to speak.

Note: If the call fails, press **MONITOR/CALL** to hang up.

EasyDial directory dialing

The EasyDial directory feature is available for regular phone calls as well as fax calls. Review the EasyDial instructions on page 3.22 for more information.

Checking the fax reception mode

While using an optional handset for your call, if you press **FAX**, the LCD shows the current fax reception mode. Press **FAX** again to return to the **TEL** mode.

Hold

You can put a call on hold during a conversation by pressing **[Hold]**. At this point, you can either hang up the handset or leave it off the hook. To return to your conversation:

- If you hung up the handset, pick it up.
- If you did not hang up the handset, press **[Hold]** again.

Note: While holding your conversation, your machine beeps at one minute interval to alert you are holding conversation. If you hold the conversation more than five minutes, the machine will disconnect the call automatically.

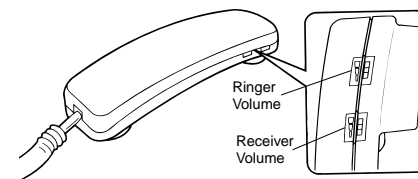
Changing the dialing type

If, with your machine set for "Pulse" dialing, you must enter tones ("DTMF") during a call, press **[Tone]** (the "-!" symbol will be shown on the LCD). Your machine now will "tone" dial all subsequent numbers.

Note: Using this key enables tone transmission from the numeric keypad after the call is connected. When you hang up the call, your machine will return to "pulse" dialing for the next call.

Adjusting handset

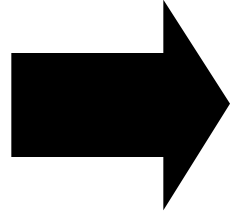
The small switches on the side of your machine's handset adjust the ringer volume and the receiver volume.



Ringer Volume Control — Adjust the ringer volume to one of three settings: High, Medium, or Low.

Receiver Volume Control — If it is hard to hear the remote person's voice, adjust the receiver volume to one of three settings: High, Medium, or Low.

Advanced fax features



Autodialer	3.11
Broadcasting	3.24
Delayed transmission	3.25
Batch transmission	3.26
Job Review	3.29
Special features	3.32
F-Code communication	3.44
Programmable one-touch keys	3.54
Security features	3.61

Autodialer

Your fax machine's *autodialer* stores your most frequently called phone and fax numbers for instant recall so you don't have to remember them. It's something like an electronic phone book.

Autodialer basics

How do you autodial?

There are two kinds of autodialer numbers. The difference between the two is how you dial them:

Type	How to dial	Amount stored
One-touch	Press one of the keys, marked 01–78 on the right side of the control panel	78
Speed-dial	Press SPEED DIAL/TEL INDEX followed by a three-digit identifier, from <i>001</i> to <i>222</i>	222
Total amount of numbers stored		300

Autodialing fax and phone numbers

Your fax machine's autodialer will hold more than just fax numbers. You can store phone numbers, too.

This is because when you use the autodialer to dial a number, the fax checks to see if there's a document in its feeder. If there is, the machine dials as a fax machine. If there isn't, it dials as a phone.

Location IDs and the EasyDial directory

When you store numbers in your autodialer, you can give these numbers descriptive names, such as "Chicago office" or "Billing department". Your machine calls this name a *Location ID*.

Your machine's autodialer sorts these location IDs alphabetically. Using your *EasyDial directory*, you can look up these numbers by their descriptive names, just as if you were using a phone book.

We'll explain how to store the numbers and location IDs in the next few pages. The EasyDial directory is discussed in detail on page 3.22.

Special Dialing Characters

Your fax machine allows you to enter special dialing characters when programming the autodialer. These characters include hyphens and dashes, which make phone numbers easier to read, and special characters needed for international calls.

The chart below briefly describes each of these characters. It also tells you what keys to press on your fax machine to store those characters in your autodialer:

Char.	What it does	Keystroke(s)
–	Makes long numbers easier to read. Doesn't change fax machine operation.	Press [–]
/	<i>(Has no effect in the United States.)</i>	Press [2nd Tone]
!	Tells your fax machine to pause until it "hears" a dial tone.	Press [1st Tone]
– /	Enters a pause. Each pause lasts two seconds (or whatever length you set; see page 3.75). Each pause uses <i>two</i> of the characters you can store in one phone number.	Press [Pause]
– !	If your fax machine is on a pulse (<i>not</i> tone-dialing) line, switches from pulse-dialing to tone ("DTMF")-dialing. Use after the actual phone number but before any characters (such as a long-distance carrier's access code) which must be in DTMF tone. <i>Do not</i> use on a tone line.	Press [Tone]

Using one-touch numbers

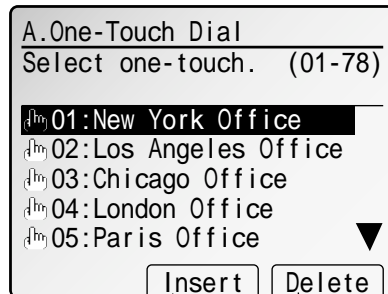
Your fax machine stores up to 78 one-touch numbers using the keys marked **01–78**. You can not only enter, change and erase one-touch numbers but also insert and delete (delete and shift) them. Refer to the followings about the *select function keys* you should use.



Press it when you want to *enter* or *change* a one-touch number.

Press it when you want to *erase* a one-touch number and make it an empty one-touch key.

Press it when you want to see what you programmed in that one-touch key.

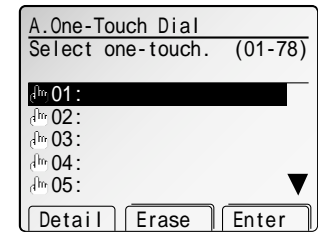


Press it when you want to *delete* a one-touch number and *shift* others upward.

Press it when you want to *insert* a one-touch number and *shift* others downward.

Entering a one-touch number

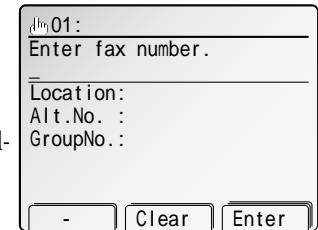
- 1** Press MENU, A, [Enter].
The LCD shows the one-touch number list.
- 2** Select the one-touch key in which you want to store a number.
Note: You can select the one-touch key by pressing that key on the control panel.
- 3** Press [Enter].



- 4** Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system requires. (You may want to review “Special dialing characters,” page 3.11.) The number can be up to 40 characters in length.

Note: You must enter the fax number to program the one-touch key.

Note: If you want to erase characters, press [Clear] to erase to the left. If you want to change just one character in the number, move the cursor to that character, and press [Clear] to erase it. Then re-enter the character correctly.

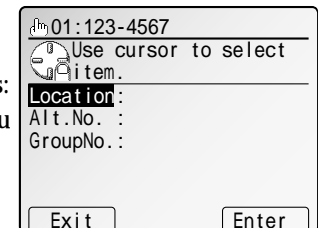


- 5** When the number is as you want it, press [Enter] to store it.

- 6** Next, the LCD now displays (see right):
You can also program the following three items:

- **Location ID** — The destination name. If you enter the name, you can use the EasyDial directory dialing function (see page 3.22).
- **Alternative number** — After all redial attempts to the regular number fail, your fax machine will dial this alternative number. If the alternative number also fails, the fax alarm beeps to alert you to a problem.

Note: Your fax holds a maximum of 10 alternative numbers in all, that is, only 10 speed-dials or one-touch numbers can have the alternative number. After you have entered the alternative numbers for 10 speed-dials or one-touch numbers, the machine will disable to enter the alternative number.



- **Group number** — If you enter the group number, you can use the group dial transmission function. (See “Using call group,” in page 3.21.)

Note: If you wish to omit these settings, skip to step 16.

- 7** To enter the *Location ID*:
Select the “**Location**” and press **[Enter]**.
- 8** Enter the Location ID. (Regarding how to enter the character, see “Entering character” on page 1.15.) A number’s Location ID may be up to 24 characters in length.
- 9** Press **[Enter]** to save the setting.
- 10** To enter the *Alternative number*:
Select the “**Alt.No.**” and press **[Enter]**.
- 11** Enter the alternative number using the numeric keypad. The number can be up to 40 characters long.
- 12** Press **[Enter]** to save the setting.
- 13** To enter the *Group number*:
Select the “**Group No.**” and press **[Enter]**.
- 14** Use the numeric keypad to enter the call groups for this number.
There are 32 possible call groups, numbered 1–32.

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one) by pressing **[Add]**.

Note: To assign this number to all 32 call groups, enter 0 (zero).

- 15** Press **[Enter]** to save the setting.
- 16** Press **[Exit]**.
If you *do* want to enter *another* one-touch number, go back to step 2.
If you *do not* want to enter any more one-touch numbers, press **RESET** to finish.

Use the autodialer labels in your fax’s packaging to write down the stored numbers for easy reference.

If you have entered the group number, you can also print out a directory of your call groups. (See page 3.22.)

**** Helpful Tip *******

Pressing an empty one-touch key from the standby mode, you can also enter a one-touch number.

- 1** Press the empty one-touch key you want.
The LCD shows:
Note: If you do not want to enter the one-touch number, press **[No]**.
- 2** Press **[Yes]**.
- 3** Follow steps 4–16 in “Entering a one-touch number” on pages 3.12–3.13.

Note: If you press an empty one-touch key during broadcast or some other operations, the same display will appear. If you press **[No]**, the machine will return to the previous display. If you press **[Yes]**, you can enter a one-touch number and the machine will return to the standby mode.

You can also enter the fax number first and then select the one-touch key in which you want to store the number.

- 1** Enter the fax number.
- 2** Press the empty one-touch key you want.
The LCD shows:
Note: If you do not want to enter the one-touch number, press **[No]**.
- 3** Press **[Yes]**.
- 4** Follow steps 4–16 in “Entering a one-touch number” on pages 3.12–3.13.

Changing a one-touch number

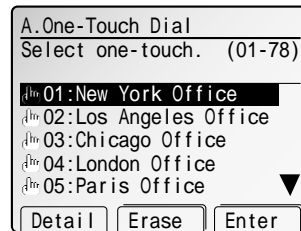
1 Press MENU, A, [Enter].

The LCD shows the one-touch number list.

2 Select the one-touch key you want to change a previously stored number.

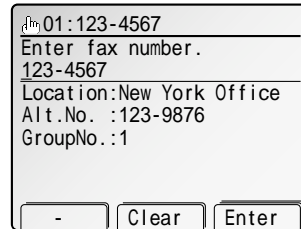
Note: You can select the one-touch key by pressing that key on the control panel.

Note: You can press [Detail] to see the number which has been programmed in that one-touch key.



3 Press [Enter].

4 The previously stored number will be shown on the LCD. If you want to change this number, press [Clear] to erase it and then enter another number by using the numeric keypad. The number can be up to 40 characters in length.

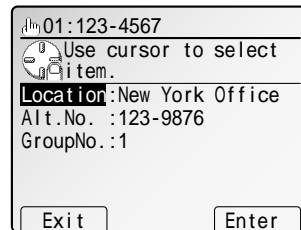


5 When the number is as you want it, press [Enter] to store it.

6 If you want to change Location ID, Alternative number or Group number, enter them as described in steps 7–15 on page 3.13.

Note: If you want to change the previously entered one, press [Clear] to erase it.

Note: If you want to omit these settings, go to step 7.



7 Press [Exit].

If you *do* want to change *another* one-touch number, go back to step 2.

If you *do not* want to change any more one-touch numbers, press RESET to finish.

Use the autodialer labels in your fax's packaging to write down the stored numbers for easy reference.

If you have entered the group number, you can also print out a directory of your call groups. (See page 3.22.)

** Helpful Tip *****

Pressing the one-touch key you want to change *for a few seconds* from the standby mode, you can also change the one-touch number.

1 Keep pressing the one-touch key you want to change until this LCD appears:

Note: Be careful not to press it too shortly. The machine might perform a transmission.

2 Press [Enter].

3 Follow steps 4–7 in “Changing a one-touch number,” left column on this page.



Erasing a one-touch number

1 Press MENU, A, [Enter].

The LCD shows the one-touch number list.

2 Select the one-touch key which you want to erase.

Note: You can select the one-touch key by pressing that key on the control panel.

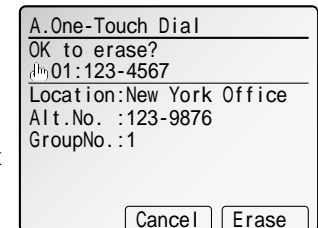
Note: You can press [Detail] to see the number which has been programmed in that one-touch key.

3 Press [Erase]. The LCD shows (see right):

Important: If you want to quit without erasing the one-touch number you've selected, press [Cancel]. The fax will return to step 2.

4 Press [Erase] to erase the number.

To erase another one-touch number, repeat steps 2–4. Or press RESET to return to standby mode.



Inserting and deleting a one-touch number

You can insert a one-touch number without erasing any one-touch number already stored. If you *insert* a one-touch number, other numbers will be shifted downward automatically.

Also, you can delete a one-touch number and shift other numbers upward automatically.

To insert a one-touch number:

- 1** Press **MENU, A, [Enter]**.
The LCD shows the one-touch number list.
- 2** Select the one-touch key in which you want to enter new number.
Note: You can select the one-touch key by pressing that key on the control panel.
- 3** Press **NEXT, [Insert]**.
- 4** The machine will ask you if you want to insert an empty one-touch number at that place.
Important: If you want to quit without inserting an empty one-touch number at the place you've selected, press **[No]**. The machine will return to step 2.
- 5** Press **[Yes]**.
- 6** The one-touch key you selected will be empty and other numbers will be shifted downward.
- 7** Press **[Enter]**.
- 8** Enter the fax number as described in step 4 on page 3.12.
- 9** When the number is as you want it, press **[Enter]** to store it.

- 10** Enter Location I.D., Alternative number or Group number as described in steps 7–15 on page 3.13.

Note: If you want to omit these settings, go to step 11.

- 11** Press **[Exit]**.
Press **RESET** to finish.

To delete a one-touch number:

- 1** Press **MENU, A, [Enter]**.
The LCD shows the one-touch number list.
- 2** Select the one-touch key you want to delete.
Note: You can select the one-touch key by pressing that key on the control panel.
Note: You can press **[Detail]** to see the number which has been programmed in that one-touch key.
- 3** Press **NEXT, [Delete]**.
- 4** The machine will ask you if you want to delete that one-touch number.
Important: If you want to quit without deleting the one-touch number you've selected, press **[No]**. The machine will return to step 2.
- 5** Press **[Yes]**.
- 6** The one-touch key you selected will be deleted and other numbers will be shifted upward.
- 7** Press **RESET** to finish.

Printing a list of one-touch numbers

Forgot which number is stored in which one-touch key? Just print a list of your one-touch numbers. The list includes each key's number, the Location ID (if any), fax/telephone number and group number(s) you've stored in the key.

To print a list of one-touch numbers, press **MENU**, **A**, **[List]**.

One-touch *fax* dialing

To dial a *fax* call using a one-touch number:

- 1 Place the document and select resolution and contrast you require.
- 2 Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.
- 3 Press the one-touch key in which you've stored the number.

One-touch *phone* dialing

To dial a *phone* call using a one-touch number, you *must* have an optional handset attached to your machine. (Contact your authorized Muratec dealer to order an optional handset.)

To make the call:

- 1 Obtain a dial tone by doing one of the following:
 - Lift the handset
 - Press **MONITOR/CALL** to use the monitor speaker
- 2 Press the one-touch key in which you've stored the phone number.

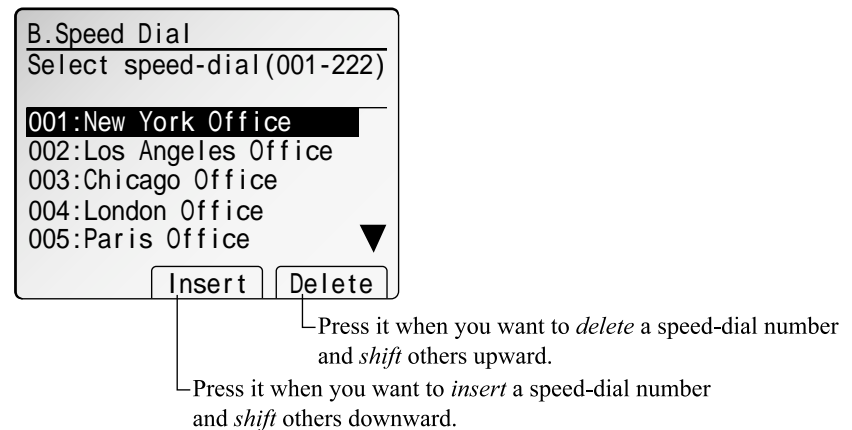
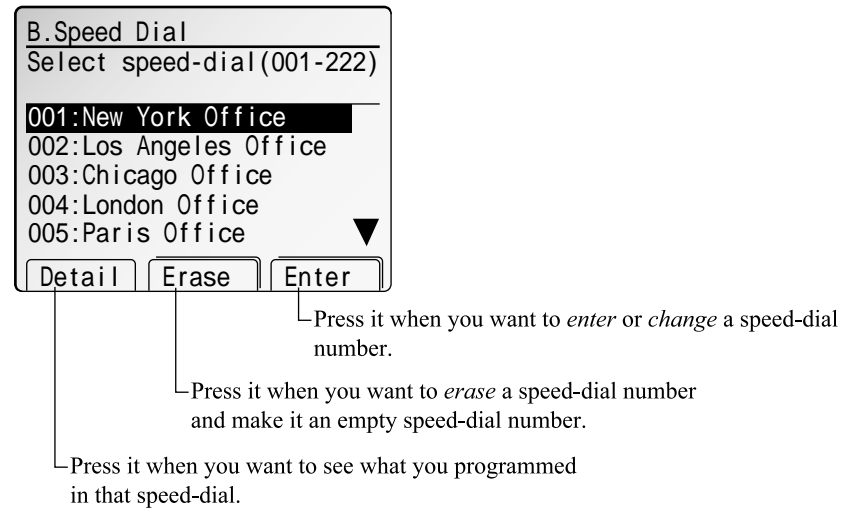
Note: Remember that your fax machine's monitor speaker is *not* a speakerphone. If you dialed by using the monitor speaker, pick up the handset to speak to the person that answers.

Note: If the call fails, and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up.

Using speed-dial numbers

Your fax machine can store up to 222 speed-dial numbers, designated by three-digit identifier codes from 001 through 222.

You can not only enter, change and erase speed-dial numbers but also insert and delete (delete and shift) them. Refer to the followings about the *select function keys* you should use.



Entering a speed-dial number

1 Press MENU, B, [Enter].

The LCD shows the speed-dial number list.

Note: Pressing the **SPEED DIAL/TEL INDEX** for a few seconds from the standby mode, you can also enter a speed-dial number.

2 Select the speed-dial number in which you want to store a number.

Note: You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, 001-099.

3 Press [Enter].

4 Use the numeric keypad to enter the number exactly as your machine should dial it, including whatever access codes your phone system requires. (You may want to review “Special dialing characters,” page 3.11.) The number can be up to 40 characters in length.

Note: You must enter the fax number to program the speed-dial number.

Note: If want to erase characters, press [Clear] to erase to the left. If you want to change just one character in the number, move the cursor to that character, and press [Clear] to erase it. Then re-enter the character correctly.

5 When the number is as you want it, press [Enter] to store it.

B. Speed Dial
Select speed-dial (001-222)
001:
002:
003:
004:
005:
Detail Erase Enter

001:
Enter fax number.
Location:
Alt.No. :
GroupNo. :
- Clear Enter

6 Next, the LCD now displays (see right): You can also program the following three items:

- **Location ID** (“Location” on the LCD) — The destination name. If you enter the name, you can use the EasyDial directory dialing function (see page 3.22).
- **Alternative number** — After all redial attempts to the regular number fail, your fax machine will dial this alternative number. If the alternative number also fails, the fax alarm beeps to alert you of a problem.
Note: Your fax holds a maximum of 10 alternative numbers in all, that is, only 10 speed-dials or one-touch numbers can have the alternative number. After you have entered the alternative numbers for 10 speed-dials or one-touch numbers, the machine will be disabled to enter the alternative number.
- **Group number** — If you enter the group number, you can use the group dial transmission function. (See “Using call group,” page 3.21.)

Note: If you wish to omit these settings, go to step 16.

7 To enter the Location ID: Select the “Location” and press [Enter].

8 Enter the Location ID. (Regarding how to enter the character, see “Entering character” on page 1.15.) A number’s Location ID may be up to 24 characters in length.

9 Press [Enter] to save the setting.

10 To enter the Alternative number: Select the “Alt.No” and press [Enter].

11 Enter the alternative number using the numeric keypad. The number can be up to 40 characters long.

12 Press [Enter] to save the setting.

001:123-4567
Use cursor to select item.
Location:
Alt.No. :
GroupNo. :
Exit Enter

001:123-4567
Location I.D. Upper case
Location:
Alt.No. :
GroupNo. :
Chara. Clear Enter

001:123-4567
Enter alt. number.
Location:
Alt.No. :
GroupNo. :
- Clear Enter

13 To enter the *Group number*:
Select the “**Group No.**” and press **[Enter]**.

14 Use the numeric keypad to enter the call groups for this number.
There are 32 possible call groups, numbered 1–32.

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one) by pressing **[Add]**.

Note: To assign this number to all 32 call groups, enter 0 (zero).

15 Press **[Enter]** to save the setting.

16 Press **[Exit]**.

If you *do* want to enter *another* speed-dial number, go back to step 2.

If you *do not* want to enter any more speed-dial numbers, press **RESET** to finish.

If you have entered the group number, you can also print out a directory of your call groups. (See page 3.22.)

Note: If you enter an empty speed-dial number during broadcast or some other operations, the machine will ask “OK to register?”. If you press **[No]**, it will return to the previous display. If you press **[Yes]**, you can enter a speed-dial number and the machine will return to the standby mode.

Changing a speed-dial number

1 Press **MENU, B, [Enter]**.
The LCD shows the speed-dial number list.

2 Select the speed-dial number you want to change.

Note: You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, 001-099.

Note: You can press **[Detail]** to see the number which has been programmed in that speed-dial number.

3 Press **[Enter]**.

4 The previously stored number will be shown on the LCD. If you want to change this number, press **[Clear]** to erase it and then enter another number by using the numeric keypad. The number can be up to 40 characters in length.

5 When the number is as you want it, press **[Enter]** to store it.

6 If you want to change Location ID, Alternative number or Group number, enter them as described in steps 7–15 on pages 3.17–3.18.

Note: If you want to change the previously entered one, press **[Clear]** to erase it.

Note: If you want to omit these settings, go to step 7.

7 Press **[Exit]**.

If you *do* want to change *another* speed-dial number, go back to step 2.

If you *do not* want to change any more speed-dial numbers, press **RESET** to finish.

If you have entered the group number, you can also print out a directory of your call groups.(See page 3.22.)

Erasing a speed-dial number

- 1 Press **MENU, B, [Enter]**.
The LCD shows the speed-dial number list.
- 2 Select the speed-dial number you want to erase.
Note: You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, *001-099*.

Note: You can press **[Detail]** to see the number which has been programmed in that speed-dial number.

- 3 Press **[Erase]**. The LCD shows:

Important: If you want to quit without erasing the speed-dial number you've selected, press **[Cancel]**. The fax will return to step 2.

- 4 Press **[Erase]** to erase the number.

To erase another speed-dial number, repeat steps 2–4.
Or press **RESET** to return to standby mode.

B.Speed Dial
OK to erase?
001:123-4567
Location:New York Office
Alt.No. :456-7890
GroupNo.:1
[Cancel] [Erase]

Inserting and deleting a speed-dial number

You can insert a speed-dial number without erasing any speed-dial number already stored. If you *insert* a speed-dial number, other numbers will be shifted downward automatically.

Also, you can delete a speed-dial number and shift other numbers upward automatically.

To insert a speed-dial number:

- 1 Press **MENU, B, [Enter]**.
The LCD shows the speed-dial number list.

- 2 Select the speed-dial number in which you want to enter new number.

Note: You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, *001-099*.

B.Speed Dial
Select speed-dial(001-222)
001:New York Office
002:Los Angeles Office
003:Chicago Office
004:London Office
005:Paris Office
[Insert] [Delete]

- 3 Press **NEXT, [Insert]**.

- 4 The machine will ask you if you want to insert an empty speed-dial number at that place.

Important: If you want to quit without inserting an empty speed-dial number at the place you've selected, press **[No]**. The machine will return to step 2.

B.Speed Dial
OK to insert?
001:New York Office
002:Los Angeles Office
003:Chicago Office
004:London Office
005:Paris Office
[Yes] [No]

- 5 Press **[Yes]**.

- 6 The speed-dial number you selected will be empty and other numbers will be shifted downward.

- 7 Press **[Enter]**.

B.Speed Dial
Select speed-dial(001-222)
001:New York Office
002:Los Angeles Office
003:Chicago Office
004:
005:London Office
[Detail] [Erase] [Enter]

- 8** Enter the fax number as described in step 4 on page 3.17.
- 9** When the number is as you want it, press **[Enter]** to store it.
- 10** Enter Location I.D., Alternative number or Group number as described in steps 7–15 on pages 3.17–3.18.
Note: If you want to omit these settings, go to step 11.
- 11** Press **[Exit]**.
Press **RESET** to finish.

To delete a speed-dial number:

- 1** Press **MENU, B, [Enter]**.
The LCD shows the speed-dial number list.
- 2** Select the speed-dial number you want to delete.
Note: You can select the speed-dial number by directly entering that three-digit identifier code. When entering the identifier code for speed-dial numbers less than 100, you must enter leading zeroes to make three digits. For example, *001-099*.
Note: You can press **[Detail]** to see the number which has been programmed in that speed-dial number.
- 3** Press **NEXT, [Delete]**.
- 4** The machine will ask you if you want to delete that speed-dial number.
Important: If you want to quit without deleting the speed-dial number you've selected, press **[No]**. The machine will return to step 2.
- 5** Press **[Yes]**.

- 6** The speed-dial number you selected will be deleted and other numbers will be shifted upward.
- 7** Press **RESET** to finish.

Printing a list of speed-dial numbers

You can easily print a list of your speed-dial numbers. The list includes each number's three-digit identifier, the Location ID (if any), number and any group numbers you've stored for that speed-dial number.

To print a list of speed-dial numbers, press **MENU, B, [List]**.

Fax dialing via speed-dial

To dial a fax call using a speed-dial number:

- 1** Place the document and select the resolution and contrast you require.
- 2** Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.
- 3** Press **SPEED DIAL/TEL INDEX**.
- 4** Use the numeric keypad to enter the three-digit identifier for the speed-dial number you want to dial.
Note: If the location ID has been programmed, it is shown on the LCD. Otherwise, the fax number is shown on the LCD.
- 5** Press **START**.

Phoning via speed-dial

To make a phone call using a speed-dial number, you *must* have an optional handset attached to your machine. To make the call:

- 1** Obtain a dial tone by doing one of the following:
 - Lift the handset
 - Press **MONITOR/CALL** to use the monitor speaker
- 2** Press **SPEED DIAL/TEL INDEX**.
- 3** Use the numeric keypad to enter the three-digit identifier for the speed-dial number you want to dial.

Note: Remember that your fax machine's monitor speaker is *not* a speakerphone. If you dialed using the monitor speaker, pick up the handset to speak to the person that answers.

Note: If the call fails, and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up.

Using call group

If you frequently send the same fax message to more than one location, store the *group number* into your autodialer. (If necessary, see “Using a one-touch dial” and “Using speed-dialing”, in previous pages.)

After you store the group number, you can send the same fax to many different locations. For example, one call group may include all of your clients in one city, another group may include all of your employees and another may include all your vendors.

Your machine can:

- Store as many as 300 numbers in up to 32 call groups
- Store one number in as many as 32 different groups

Send a fax via call group

Note: The group number dialing can be used only for memory transmission.

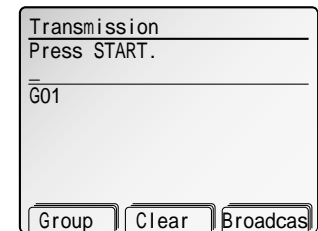
- 1** Place the document and the select resolution and contrast you desire.

- 2** Press **[Group]**.

- 3** Use the numeric keypad to enter the group number you want to use to send a fax.

Note: If you want to send a fax to several groups at a time, press **[Broadcas]** then repeat steps 2-3. You can also enter the other locations using either a one-touch key, speed-dial number or numeric keypad.

- 4** Press **START**.



Printing a group directory

Your machine can also print a *call group directory*. This lists all your stored autodialer numbers by Location ID and lists the groups to which these numbers belong.

The directory divides the call groups into four banks, 01–09 (*the list shows 00*), 10–19 (*the list shows 10*), 20–29 (*the list shows 20*) and 30–32 (*the list shows 30*). If you specify call group 0 (which puts the number in all call groups), the directory shows all numbers (see below).

For example, the directory might show:

No.	Location	00	10	20	30
S001	And Sew I	2 4			
S002	KC Enterp	7	0	1	
S003	Katz Cat			0	2
¹ 01	Carson Co	4	0 4		
¹ 02	Tex. Ofc.	1			
¹ 03	e.e.gummi	1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2 3 4 5 6 7 8 9	0 1 2

In this list, speed-dial number 001 (*S001*) is in call groups 2 and 4; speed-dial number 002 (*S002*) is in groups 7, 10 and 21; speed-dial number 003 (*S003*) is in groups 20 and 32; one-touch number 01 (¹01) is in groups 4, 10 and 14; one-touch number 02 (¹02) is in group 1; and one-touch number 03 (¹03) is in all groups, 1 to 32.

To print a call group directory, press **MENU, H, [List]**.

EasyDial directory dialing

EasyDial directory dialing makes your autodialer even more like an electronic phone book. EasyDial sorts and displays numbers alphabetically according to their Location IDs, so you can find them and dial them easily.

To dial using EasyDial:

- 1 *For a fax call:* Place the document and select resolution and contrast you require.
For a regular phone call: Lift up the optional handset.
Make sure there's no document on the ADF and FBS glass, then skip to step 3.

- 2 If you want to toggle between transmission from memory and transmission from the feeder, press **MEMORY TRANSMIT**.

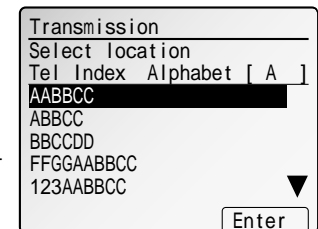
- 3 Press **SPEED DIAL/TEL INDEX** *twice*.
The LCD shows the listing in your fax machine's EasyDial directory.

The EasyDial directory sorts entries alphabetically in the following order:

- (1) by alphabet
- (2) by number
- (3) by symbol.

- 4 Scroll through the listings to find the one you want by using the cursor key.
Note: To quickly search, press capital letter of Location I.D. using one-touch key.

- 5 When the LCD shows the name (Location ID) you want to dial, press **START**.
 - If there *is* a document on the ADF or FBS glass, your machine will dial a *fax call*.
 - If you have lift up optional handset, your machine will dial a regular phone call.



If an EasyDial call fails

If an EasyDial call fails, what happens next depends upon the kind of call it was.

If it was a fax call ...

... Your fax machine automatically redials the number according to the redial interval you've set (see page 3.75). It keeps trying until either of the following occurs:

- It successfully reaches the other number
- It has attempted the number of redials programmed and has still not connected (see "Changing redial settings," page 3.75).

If it was a regular phone call ...

... You'll have to redial manually:

- 1** Obtain a dial tone by **either** lifting the handset or pressing **MONITOR/CALL**.
- 2** Press **[Redial]**.

Note: If the call fails and you used **MONITOR/CALL** to dial, press **MONITOR/CALL** to hang up. Or if you've pressed **START** to begin the transmission, press **STOP** to end it.

Broadcasting

Broadcasting basics

The fastest way to fax *one* document to *many* recipients is to *broadcast* it.

In an ordinary broadcast, you send the fax as you normally would, except you add more fax numbers. You can enter up to 330 numbers:

- 30 manually-dialed numbers **AND**
- 300 autodialer numbers **OR** 1 call group with all 300 autodialer numbers

You can broadcast using *any* function that requires a fax number to be entered. That means you can send a *delayed* broadcast, program a *polling* broadcast and even broadcast to “hub” units for F-Code *relay broadcast initiation*. All of these are explained in this chapter.

To send a broadcast fax:

- 1 Insert the document and make any necessary adjustments as you would for a regular fax transmission.
- 2 Press **[Broadcast]**.
- 3 Enter the *first* fax number, as usual. Use either a one-touch number, a speed-dial number, a call group or a regular number dialed from the numeric keypad.
- 4 To add more fax numbers, press **[Broadcast]** between each one. Then enter the number as described in step 3. You can send to up to 330 numbers for a broadcast.

Transmission
Enter fax number.
—
[Group] [Clear] [Broadcast]

Note: If you enter characters by mistake, press **[Clear]** to erase them.

Note: If you want to erase the fax number you’ve already entered, press ▲ or ▼ of the cursor key to select it and press **[Clear]**.

- 5 Press **START**. Your fax machine scans the document into memory and then sends it to each number or call group you’ve entered.

Delayed broadcasting

What if you want the broadcast to take place later? That’s the purpose of setting up a *delayed broadcast*.

Note: Delayed commands are discussed in detail later. You may want to read “Delayed transmission” on page 3.25 before proceeding.

- 1 Follow steps 1–4 of “Broadcasting basics” (left column).
- 2 Press **MENU**.
- 3 Select **“Delayed Tx”** using the cursor key. Then press **[Enter]**. The LCD shows current day and time.
- 4 Use the numeric keypad to enter the day of the month and time (in 24-hour format) when you want the broadcast to occur.

Delayed Tx
Enter Transmit Time
04/14:20
[Clear] [Enter]

When finished, press **[Enter]** to save the setting.

- 5 Press **START**. Your machine will return to standby mode, while showing this on the LCD:

This means your fax machine is “Reserved” for the delayed broadcast you just programmed, but it can still be used to send and receive faxes if your broadcast document is stored in memory.

Fax Ready Reserved
Nov 26 2001 13:30
Fax Ready Memory 100%
[Redial] [Group] [Broadcast]

Making changes to broadcasts

If you need to make changes in a broadcast after setting it up, use the Job Review function. See “Reviewing or cancelling parts of a broadcast,” page 3.29.

Delayed transmission

Take advantage of lower evening and weekend long-distance rates with *delayed transmission*. Your fax machine can store up to 100 delayed commands, each of which you can program up to 31 days in advance.

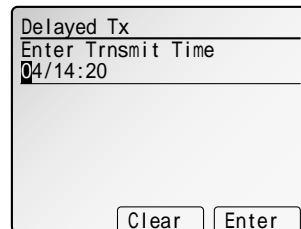
Important: If you program all 100 delayed transmission commands, no *memory* transmission is possible until one or more of the commands is completed. (To review memory transmission, see pages 3.3 and 3.70.) However, if all 100 delayed commands are programmed, you can always transmit manually using monitor/speaker dialing or an optional handset (see page 3.5).

Setting up a delayed transmission

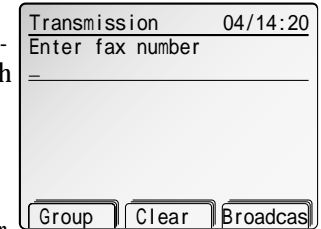
Important: Your machine only remembers the *day* of the month that it's supposed to send a delayed transmission. It does not remember the month itself. So if you want to send a transmission at 5:05 PM on **June** 26, don't program the transmission sooner than 5:06 PM on **May** 26.

To set up a delayed transmission:

- 1 Place the document and make any necessary adjustments.
- 2 Press **MENU**.
- 3 Select **"Delayed Tx"** and press **[Enter]**.
The LCD shows the current day of the month, followed by the current time (in 24-hour format).
- 4 Use the numeric keypad to enter the day of the month and the time when you want the fax to send the delayed transmission.



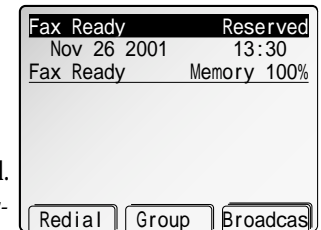
- 5 When the date and time are entered, press **[Enter]** to save the delayed transmission. The LCD shows:



- 6 Enter the fax number for the delayed transmission document. You can either press a one-touch key, enter a speed-dial number or use the numeric keypad to enter the fax number.

Note: If you want to erase characters, press **[Clear]** to erase to the left. If you want to change just one character in the number, move the cursor by using cursor key, and press **[Clear]** to erase it. Then re-enter the number correctly.

- 7 Press **START**. Your machine returns to standby mode, while showing this on the LCD:



This means your fax machine is "Reserved" for the delayed transmission you just programmed.

- If you set the machine for *memory transmission*, it will scan the document into memory, after which you can use the machine normally.
- If you set the machine for *manual transmission*, the machine can *receive* faxes but can't *transmit* until your delayed command has been performed.

Important: If you've stored too much information in your machine's memory, a "Memory Overflow" message may appear on the LCD. This appears because (1) too many pages have been stored in the memory, or (2) the pages that are stored have too much information on them for your fax machine to remember. If this message appears, press **START** to tell your fax to keep as many pages in memory as possible, or press **CANCEL** to delete from memory all pages stored during the current operation (but not previous operations).

To review or cancel delayed commands, see "Job Review" on page 3.29.

Batch transmission

Batch transmission allows you to store multiple documents in an electronic “basket” throughout the day and then fax that entire basket to *one* location.

To do this, just tell the machine when and where the transmission should go. When that date and time arrives, your machine will transmit each document in the batch box to the remote fax machine. You can store up to 40 documents (each document can include one page or many pages) into your machine’s five electronic *batch boxes*.

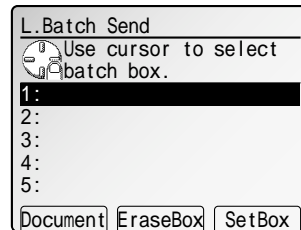
Creating or modifying a batch box

Before sending a batch transmission, you have to create batch boxes in your fax machine. The steps below allow you to modify existing batch boxes.

To create or modify a batch box:

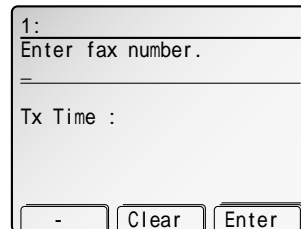
- 1 Press **MENU**, **L**, **[Enter]**. The LCD will show the batch box list.

- 2 Using the cursor key, select the batch box you want to create or modify.



- 3 Press **[Set Box]**. The LCD will show (see right):

- 4 Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever access codes your phone system requires. (You may want to review “Special dialing characters,” page 3.11.) The number can be up to 40 characters in length.



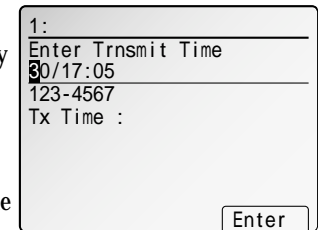
Your display can show only 26 characters at a time. To view characters beyond those 26, scroll the cursor by using the cursor key.

Note: If you want to erase characters, press **[Clear]** to erase to the left. If you want to change just one character in the number, move the cursor by using cursor key, and press **[Clear]** to erase it. Then re-enter the number correctly.

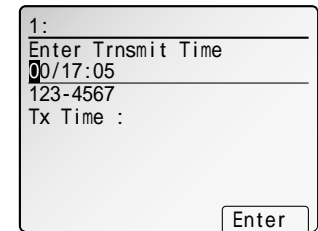
- 5 Press **[Enter]** to save the number.

- 6 Next, instruct your fax to send from this batch box in *one* of the following ways:

Option 1: At a certain time on a certain day of the month (*For example:* “Do this at 5:05 PM on the 30th.”) — Use the numeric keypad to enter the date and time (*24-hour format*) the machine should send the documents from the batch box:



Option 2: At a certain time *each day* you press the key (*For example:* “Do this at 5:05 PM today.”) — Use the numeric keypad to enter **0, 0 (00)**, and then the time when the fax should send the documents from the batch box:



Note: To change a digit in the date or the time, move the cursor by using cursor key. Then enter the correct number.

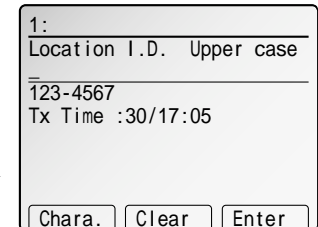
- 7 When the date and time are set, press **[Enter]**.

- 8 The LCD now displays:

The machine now asks you to name this batch box.

If you *do not* want to enter or change this batch box’s name, skip to step 10.

- 9 Enter the name the same way you entered your fax name during EasyStart. A batch box’s name may be up to 24 characters in length.



- 10 Press **[Enter]** to save the batch box information.

To create or modify another batch box, repeat steps 2–10. To finish, press **RESET**.

Printing a list of batch boxes

You can easily print a list of your batch boxes. The list includes each box's identifier number, the Location ID, fax number and date/time the transmission should start.

To print the list, press **MENU**, **L**, **[Box List]**.

Erasing an empty batch box

Batch boxes must be empty to be erased. If a box has documents stored in it, then you first have to erase those documents. (See "Erasing a document stored in a batch box," page 3.28.)

To erase an empty batch box:

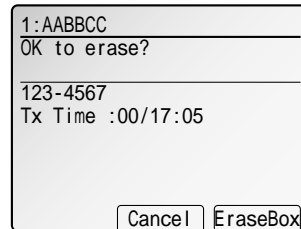
- 1 Press **MENU**, **L**, **[Enter]**.
- 2 Select the batch box you want to erase.
- 3 Press **[EraseBox]**.
If the batch box is empty, the LCD shows (see right):

Important: If you want to quit without erasing the batch box you've selected, press **[Cancel]**.
The machine will return to step 2.

Important: If you want to quit without erasing *any* batch box, press **RESET**.
The machine returns to standby mode.

- 4 Press **[EraseBox]** to erase the batch box.

To erase another batch box, repeat steps 2–4. To finish, press **RESET**.



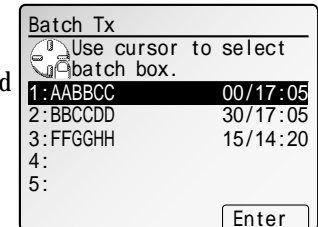
Storing a document for batch transmission

Your fax machine can store up to 40 *documents* (each document can include one page or many pages) in each batch box until the date and time you designate the batch transmission to take place. Once the batch documents are transmitted, they are automatically erased from the machine's memory.

Note: For this operation to work, the batch box must exist on your fax machine.

To store a document in a batch box for batch transmission:

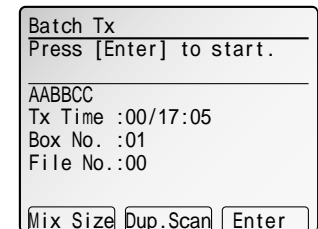
- 1 Insert the document and make any necessary adjustments.
- 2 Press **MENU**, select "**Batch Tx**" and then press **[Enter]**. The LCD shows the batch box name and transmission time:
- 3 Select the batch box you want to use.



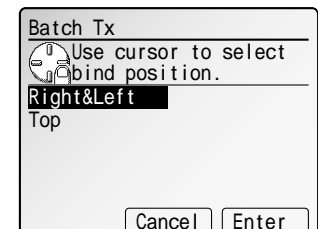
- 4 Press **[Enter]**. The LCD shows (see right):
Your machine gives each document in a batch box a *file number*, shown as *01* above. You will need to know this file number should you later wish to erase or print the stored document. Each batch box holds up to 40 files (*01-40*).

If you want to scan the duplexed documents, proceed to step 5.

If you want to scan the mixed size documents, skip to step 7.
Otherwise, skip to step 8.



- 5 Press **[Dup.Scan]**. The LCD will show:
- 6 Select the binding position of your documents. Then press **[Enter]**. The *duplex* icon will appear. Skip to step 8.
- 7 Press **[Mix Size]**. The *Mix size* icon will appear.
- 8 Press **[Enter]** to start scanning.
When finishing to scan, "Reserved" will be displayed on the top line of the LCD. This means the document is stored in memory.



Printing a list of documents stored in batch boxes

You can print a list of the documents stored in your machine's batch boxes. This list provides you with the documents' file numbers so you can erase or print them as needed.

To print the list, press MENU, L, **[Doc.List]**.

Printing a document stored in a batch box

To print a document stored in a batch box:

- 1** Press MENU, L, **[Enter]**.
 - 2** Select the batch box storing the document you want to print.
 - 3** Press **[Document]**.
 - 4** Select the document's file number (*01–40*).
 - 5** Press **[PrintDoc]**. Your fax machine prints the document, then returns to standby mode.
-

Erasing a document stored in a batch box

To erase a document stored in a batch box:

- 1** Press MENU, L, **[Enter]**.
- 2** Select the batch box storing the document you want to erase.
- 3** Press **[Document]**.
- 4** Select the document's file number (*01–40*).
- 5** Press **[EraseDoc]** twice. The fax machine erases the document you've chosen, then returns to standby mode.

Job Review

Your machine can store many “jobs” in its memory.

The Job Review function gives you the power to check on each job (or command) in your machine’s memory. It also lets you cancel a command of fax transaction if you decide not to send the document.

You can confirm the following four items:

- Commands of the fax transaction
- 100 most recent fax transactions and result of them
- Received printing jobs for out-of-paper reception
- Reserved copy jobs

Note: When your machine is attempting to perform a command *now*, you can cancel it but cannot review other jobs.

Reviewing or canceling a command for faxing

Your machine keeps track of each command by assigning it a command number.

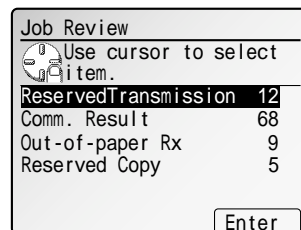
Delayed commands, redial attempts and current fax transmissions are all stored in your fax machine’s memory and given a command number. Your machine can store up to 99 delayed commands. It identifies each by a two-digit *command number* ranging from 001 to 099.

To see your machine’s stored commands or to cancel them:

- 1 Press **JOB REVIEW & COMM CANCEL**.
- 2 If your machine is attempting to perform a command *now*, it appears on the display. If you want to cancel it, skip to step 6. Otherwise, proceed to step 3.

- 3 Select **“Reserved Transmission”** and then press **[Enter]**.

Note: The number next to “Reserved Transmission” means how many commands of fax transaction are reserved. Your machine can store up to 99 commands in its memory. If the number is “000”, it means there are no commands.



- 4 The list of *Reserved Transmission* will appear. It will be indicated by command numbers, date and time set to dial, and remote location’s names or numbers.

If the command is to send a *broadcast*, “Broadcast” appears instead of the remote location’s name or number. (For more information of “Broadcasting,” see page 3.24.)

If the command is to send a *batch transmission*, the LCD shows its *batch box number* (such as “B001”) rather than the command number. (For more information of “Batch transmission,” see pages 3.26–3.28.)

If the command is for a *Call group dialing*, the group number (such as “G01”) appears instead of the phone number. (For more information of “Call group dialing,” see page 3.21.)

Note: If there are no stored commands in your machine, it will beep briefly and display “No Command” on the LCD. It then returns to standby.

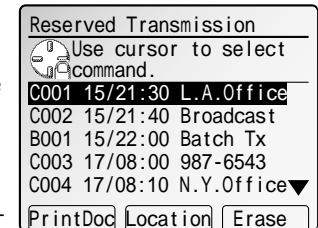
- 5 If you want to cancel a command, select the command you want to cancel using the cursor key.
- 6 Press **[Erase]**.
To return your machine to standby mode, press **RESET**.

Note: See also “Reviewing or canceling parts of a broadcast,” next.

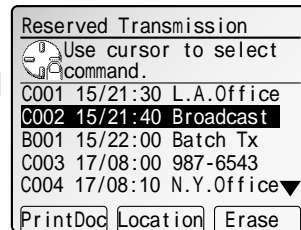
Reviewing or canceling parts of a broadcast

You can also review or cancel certain numbers within a broadcast:

- 1 Press **JOB REVIEW & COMM CANCEL**.
- 2 If your machine is attempting to perform a command *now*, it appears on the display. If you want to cancel it, skip to step 4. Otherwise, proceed to step 3.
- 3 Select **“Reserved Transmission”** and then press **[Enter]**.



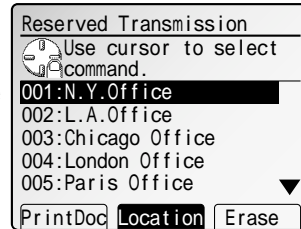
- 4** Select the command you want to review or cancel using the cursor key. Then press **[Location]** to see *individual* numbers within the broadcast.



- 5** The LCD shows:

Note: Press **[Location]** again to return to the previous display.

- 6** Select the location you want to cancel using the cursor key.



- 7** Press **[Erase]**.

If you want to cancel a different location, repeat steps 6–7.

If you do *not* want to cancel any more locations, press **RESET**. The machine will return to standby mode.

Printing a delayed command list

Your machine can print a *command list* which tells you:

- The command's identification number
- The phone number, or "remote location"
- The start time (this appears in a *DD,HH:MM* format)
- A "note" telling if the command is a *polling* or *F-Code* operation (see pages 3.34–3.36 for more on *polling* and 3.44–3.53 for more on *F-Code communication*).

To print a delayed command list, press **MENU**, **F**, **[List]**.

Printing a stored document

Your fax machine can print out each document stored for delayed transmission.

To print a stored document:

- 1** Press **JOB REVIEW & COMM CANCEL**.
- 2** Select "**Reserved Transmission**" and then press **[Enter]**.
- 3** Select the command you want using the cursor key.
- 4** Press **[PrintDoc]**. Your machine will print a copy of the stored document.

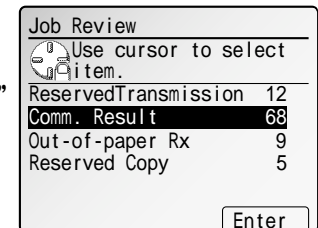
View the result of fax transaction

You can see the 100 most recent fax transactions and result of each transactions with the following information.

- Assigned number, starting each day at 001
- Remote location called (The destination name)
- Resolution mode
- Starting date and time
- Duration, in minutes and seconds
- Number of pages you sent or received
- Result of the call — If preceded by an asterisk (*), this signifies an ECM communication. Or, if preceded by #, this signifies an super G3 communication.

- 1** Press **JOB REVIEW & COMM CANCEL**.

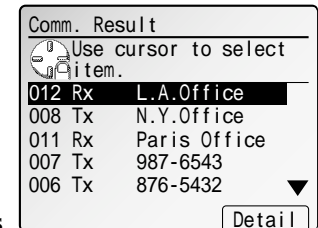
Note: If the number next to "**Comm. Result**" displays "000", it means there are no reports in your machine.



- 2** Select "**Comm. Result**" and then press **[Enter]**. The LCD will show:

Note: Your machine's LCD shortens the word *Transmission* to *Tx* and the *Reception* to *Rx*.

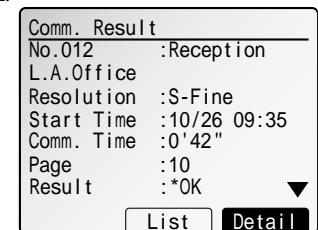
Note: The assigned number starting at 001 is assigned separately between Tx and Rx.



- 3** If you want to see the detailed result of each transaction, press **[Detail]**. The LCD will show:

Press **[Detail]** again to return to the previous display.

If you wish to exit this mode, press **RESET**.



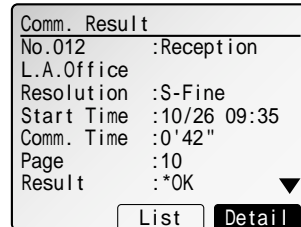
Printing a communication result

Your machine can print the individual communication result in the list of *Comm. Result*.

- 1 Press **JOB REVIEW & COMM CANCEL**.
- 2 Select "**Comm. Result**" and then press **[Enter]**.

- 3 Select the command you want to print and press **[Detail]**. The LCD will show:
Note: Press **[Detail]** again to return to the previous display.

- 4 Press **[List]**.
 The communication result for that command will be printed.



To print all communication results, that is, an activity journal, press **MENU**, **G**, **[Report]**.

Note: You can set your machine to print an activity journal automatically. See "Setting the Activity journal" on page 3.40 for more detail.

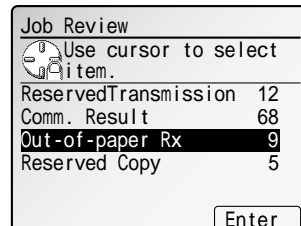
View the reserved printing jobs for out-of-paper reception

You can confirm the reserved printing jobs for out-of-paper reception.

Note: For more information of out-of-paper reception, see page 3.8.

To see the reserved printing jobs:

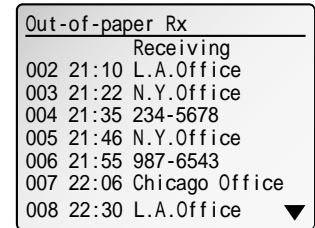
- 1 Press **JOB REVIEW & COMM CANCEL**.
Note: The number next to "Out-of-paper Rx Wait" signifies how many printing jobs for out-of-paper reception are reserved. If the number is "000", it means there are no reserved jobs. Your machine can store up to 250 out-of-paper receptions in its memory.



- 2 Select "**Out-of-paper Rx**" and then press **[Enter]**. The list of *Out-of-paper Rx* will appear.
 It will be indicated by assigned numbers, time when the document was received, and remote location's names or numbers.

Note: The assigned number identifies the order in which the documents were received by your machine.

- 3 Use the cursor key to scroll through items.
 If you wish to exit this mode, press **RESET**.

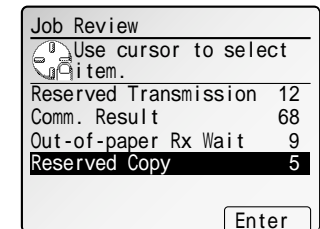


View the reserved copy jobs

You can confirm the reserved copy jobs.

To see the reserved copy jobs:

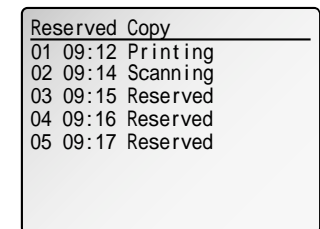
- 1 Press **JOB REVIEW & COMM CANCEL**.
Note: The number next to "Reserved Copy" signifies how many copy jobs are reserved. If the number is "000", it means there are no reserved jobs.



- 2 Select "**Reserved Copy**" and then press **[Enter]**. The list of *Reserved Copy* will appear. It will be indicated by assigned numbers, time when operated for the copy job, and state for each job.

Note: The assigned number identifies the order in which the copy jobs will be done.

- 3 To exit this mode, press **RESET**.



Special features

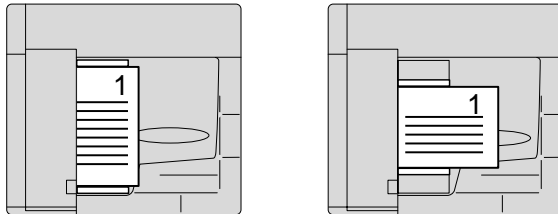
Your fax machine has numerous special features to make your communication easier. We'll cover them here.

Duplexed transmission

You can send 2-sided documents from the ADF.

How to set the document

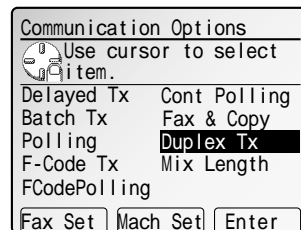
Set the documents as shown below:



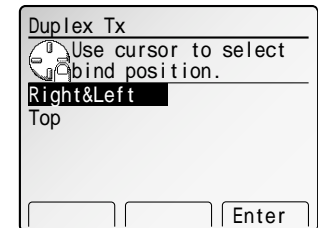
To send 2-sided documents:

- 1** Adjust the document guides to fit the page(s) you'll be faxing.
- 2** Align the edge of your documents and stack them in the ADF **face up**.

- 3** Press **MENU**.
Select "Duplex Tx" and press **[Enter]**.



- 4** The LCD will show:



- 5** Select the binding position of your documents. Then press **[Enter]**. The *duplex* icon will appear.

- 6** *Adjust resolution, contrast and memory transmission, if necessary.*

- 7** *Enter the fax number.*

Also, enter any access codes necessary, just as you would for a regular phone call. (Example: Enter *9* to "dial out" from an office telephone system, or *1* for long-distance.)

- 8** Press **START**.

Important: If you want to *cancel* a transmission while *scanning* the document, press the **STOP** key.

If you want to *cancel* a transmission in progress, use the *Job Review* function. (See page 3.29.)

Mixed length transmission

When you want to send the various sized documents with the ADF, turn this feature on.

Note: When you use the FBS glass, you do *not* need to turn this on.

Acceptable document size

Acceptable document size for the mixed length transmission is as follows:

Half-letter ☐, Letter ☐, Legal ☐

or

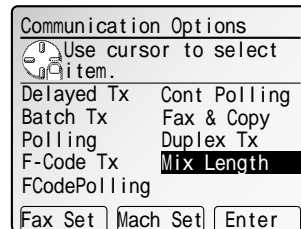
Letter ☐, Ledger ☐

To send mixed length documents:

- 1 Set your documents face up into the ADF.
- 2 Adjust the document guide to fit the documents.



- 3 Press MENU.
- 4 Select "Mix Length" using the cursor key and then press [Enter].
- 5 Adjust resolution, contrast and memory transmission, if necessary.
- 6 Enter the fax number.
Also, enter any access codes necessary, just as you would for a regular phone call. (Example: Enter 9 to "dial out" from an office telephone system, or 1 for long-distance.)
- 7 Press START.



Important: If you want to *cancel* a transmission while *scanning* the document, press the STOP key.

If you want to *cancel* a transmission in progress, use the Job Review function. (See page 3.29.)

Enlarge transmission

You can transmit your document with enlarging.

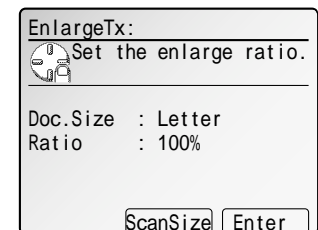
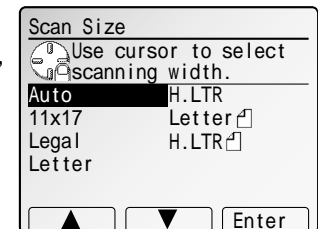
Note: Enlargement is available only with the FBS.

Note: You can select a preset enlargement ratio, or directly enter the ratio using the numeric keypad. Also, you can use cursor key to enter the ratio.

Note: You can enter the enlargement ratio from 100% through 400% in 1% steps.

Here's how:

- 1 Place the document on the FBS glass and select resolution and contrast you require.
- 2 Press NEXT, [EnlrgeTx].
- 3 If you want to select area that will be enlarged, proceed to step 4. Otherwise, skip to step 5.
- 4 Press [ScanSize] then select scan size that will be enlarged.
Then press [Enter].
Note: Refer to "Select scanning area to be sent," page 3.2.
- 5 Enter enlargement ratio.
You can use the REDUCE/ENLARGE key, ▲ or ▼ of the cursor key or numeric keypad to enter enlargement ratio.
- 6 Press [Enter].
- 7 Enter the fax number and press START.



Fax & Copy

With the Fax & Copy feature turned on, your machine asks if you want to make a copy of a document each time it transmits that document from memory.

Note: The Fax & Copy function cannot be used for non memory transmissions.

Note: Quick Memory transmission (see page 3.70) and the Fax & Copy function cannot be used at the same time. If both are turned on, Quick Memory will not work.

Note: The Fax & Copy feature will use the same resolution you set for the transmission for the copy's scanning resolution.

Using the Fax & Copy function

- 1 Place the document and select resolution and contrast you require.

Note: With this function, you cannot select Normal and Halftone resolution.

- 2 Enter **MENU** and select “**Fax & Copy**”.

- 3 Press **[Enter]**.

- 4 Enter the fax number. Either press a one-touch key, enter a speed-dial number, call group number or use the numeric keypad to enter the fax number.

If you entered the fax number using a one-touch key, skip to step 6.
Otherwise, go on to step 5.

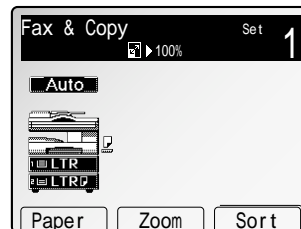
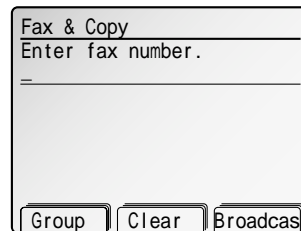
- 5 Press **START**.

- 6 The LCD changes copy mode and asks the number of copies you want to make:

- 7 Use the numeric keypad to enter the number of copies you want for each page in the document. Choose from 01 to 99 copies.

Note: If you want to quit without transmitting and copying the document, press **STOP**. The fax returns to standby mode.

- 8 Press **START** to begin the transmission and copying process.



Polling

Polling allows someone to fax a document to you *without* having to make the call or pay for it. There are several kinds of polling:

- Regular polling — Your fax retrieves a document from a remote fax machine.
- F-Code polling — Your fax retrieves a document stored as a file in the remote fax machine. To do this, you must be communicating with another F-code-compatible fax machine. For more information on F-Code polling, see “F-Code communication,” pages 3.52–3.53.
- Continuous polling — Your fax continuously retrieves a document from any remote fax machine at a designated time. For example, a hospital pharmacy can use this to check on orders waiting in fax machines throughout the hospital.

For polling to work, the remote machine must also be set up to *be polled*. See the remote machine's operating instructions, if necessary.

Regular polling

To set up your machine for regular polling:

- 1 Make sure the document is inserted in the *remote* fax machine.

- 2 Press **MENU** and select “**Polling**” then press **[Enter]**. The LCD shows (see right):

- 3 Enter the remote fax machine's number by either pressing a one-touch key, entering a speed-dial number or using the numeric keypad.

- 4 To perform the regular polling *now*, skip to step 8.

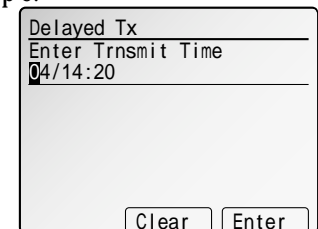
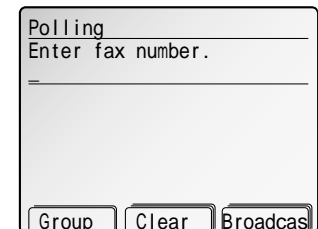
To perform *delayed* regular polling, go on to step 5.

- 5 Press **MENU** and select “**Delayed Tx**” then press **[Enter]**. The LCD shows (see right):

- 6 Use the numeric keypad to enter the date and time (use the *24-hour format*) when your machine should perform the delayed regular polling.

- 7 Press **[Enter]**.

- 8 Press **START**.



When your machine polls for documents, it dials the number and, upon making contact with the other machine, begins receiving the document as if the other machine had placed the call.

Continuous polling

To set up your machine for continuous polling:

- 1 Press **MENU**, select “**Cont Polling**” and then press **[Enter]**.

- 2 The LCD shows the current time:
Use the numeric keypad to enter the time your machine should *begin* the continuous polling. (Use the *24-hour format*.)

Cont Polling
Enter start time.
14:20

Enter

- 3 When the start time is set, press **[Enter]** to save it.

- 4 Use the numeric keypad to enter the time when your machine should *finish* the continuous polling. (Use the *24-hour format*.)

Note: If you set the end time *earlier* than the start time, the polling operation will continue until the selected end time *tomorrow*.

Cont Polling
Enter end time.
18:30

Enter

- 5 When the end time is set, press **[Enter]** to save it.

- 6 Enter the remote fax machine's number by either pressing a one-touch key, entering a speed-dial number or using the numeric keypad.

If you are entering only one number for continuous polling, skip to step 8.

To add additional fax numbers for this operation, go on to step 7.

Cont Polling
Enter fax number.

Group Clear Broadcas

- 7 To add additional fax numbers, press **[Broadcas]** between each one to insert a *comma* then enter the number as in step 2. You can specify up to 30 numbers (and/or call groups) for continuous polling.

Important: Do **not** insert a comma after the last fax number.

Note: If you enter characters by mistake, press **[Clear]** to erase them. Or press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.

- 8 Press **[Enter]** to save the number.

- 9 Press **START**.

When your machine polls for documents, it dials each number and, upon making contact with the other machine, begins receiving the document as if the other machine had placed the call. It will continue the process throughout the time period you selected in steps 2–5.

Note: When you want to end a continuous polling operation, you must delete it using the Job Review feature (see page 3.29).

Being polled

Not only can you poll, but you can also *be* polled. To set up a document for regular polling:

- 1 If your machine is set for Tel Ready reception, change the reception mode to other mode. Your machine **can't** be polled if it's in Tel Ready mode.

- 2 Insert the document.

- 3 Adjust resolution and contrast if necessary. (Your fax machine will be transmitting to the machine doing the polling.)

- 4 Press **MENU**, **D**, **[Enter]**.

If you want to scan the duplexed documents, proceed to step 5.

If you want to scan the mixed size documents, skip to step 7.

Otherwise, skip to step 8.

D.Polling

Not Stored

PrintDoc EraseDoc Enter

- 5 Press **NEXT**, **[Dup.Scan]**. The LCD will show:

- 6 Select the binding position of your documents. Then press **[Enter]**. The *duplex* icon will appear. Skip to step 6.

- 7 Press **NEXT**, **[Mix Size]**. The *Mix size* icon will appear.

- 8 Press **[StoreDoc]**. Your machine will scan the document into memory and return to standby mode.

D.Polling

Use cursor to select bind position.

Right&Left
Top

Enter

Once the remote fax machine polls the document you stored, your fax machine automatically erases the document from memory.

Printing a stored polling document

To print a document you've stored for regular polling *without erasing* it, press **MENU**, **D**, **[Enter]**, **[PrintDoc]**.

Erasing a stored polling document

To erase a document you've stored for regular polling from your machine's memory, press **MENU**, **D**, **[Enter]**, **[EraseDoc]**, **[EraseDoc]**.

Limiting polling access to your fax machine

Your machine's *closed network* setting (see page 3.65) works for polling, also. If a calling fax doesn't "present" the proper passcode, it cannot poll from your fax.

Note: If you're using the Block Junk Fax feature (see pages 3.65), even incoming calls which meet the passcode test must come from phone numbers you've approved.

Transferring documents (Fax forwarding)

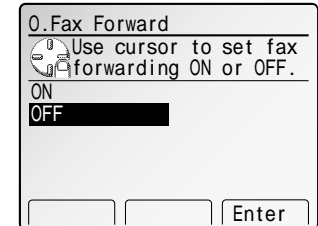
This feature tells your fax machine to receive documents and then transfer them automatically to another fax machine. You can set the time period for which the fax machine will continue this process.

Note: Fax forwarding will not transfer F-Code reception documents.

Note: Fax forwarding is not available with the Tel Ready mode.

Turning the Fax forwarding on or off

- 1 Press **MENU**, **o** [the letter *O*, not a zero], **[Setting]**.
- 2 Select ON or OFF using the cursor key.
- 3 Press **[Enter]**.



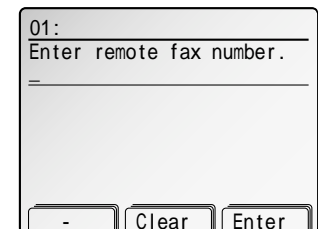
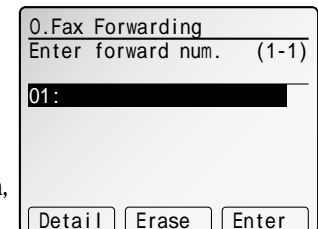
Note: If you assign *Fax Forward* into a Soft Key, you can toggle ON and OFF easily. (See page 4.1)

Create the transfer pattern

You can create up to *five* transfer patterns.

To set up transfer pattern:

- 1 Press **MENU**, **o** [the letter *O*, not a zero], **[Enter]**.
- 2 If you set up a transfer pattern at your first time, skip to step 4.
If you have already set up any transfer pattern, proceed to step 3.
- 3 Select the number you want to set up or change.
- 4 Press **[Enter]**. The LCD shows (see right):
- 5 Enter the fax number for the remote fax to which you want documents to be transferred. Use either a one-touch number, a speed-dial number, a call group or regular number dialed from the numeric keypad.



If you are entering only one number for transferring, skip to step 7.

To add any additional fax numbers for this operation, proceed to step 6.

- 6** To add more fax numbers, press **[Broadcas]** between each one to insert a comma, then enter the number as described in step 3. If **[Broadcas]** is not appeared on the LCD, press **NEXT** until it appears.
You can specify up to 301 numbers for transferring.

Note: You can enter only 1 location by using numeric keypad.

Note: If you enter characters by mistake, press **[Clear]** to clear them.
If you want to erase an existing entry numbers, press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.

- 7** Press **[Enter]** to save the setting. The LCD will show:

- 8** Select **"Fax Forward"** and then press **[Enter]**.

- 9** Select **"ON"** or **"OFF"** then press **[Enter]** to save the setting.

- 10** Select **"Start Time"** and then press **[Enter]**.

- 11** Enter the day and time. The machine asks time period that the machine will transfer documents.

How to enter the day and time:

- To enter the day, press **[Day]**.
- To enter the time, using numeric keypad.
- If you do not wish to set up the day and time, enter **[Erase]**.

Note: To change only one digit, move the cursor by using the cursor key to that digit. Then, overwrite the correct digit.

- 12** Press **[Enter]** to save the setting.

- 13** Select **"Auto Print"** and then press **[Enter]**.

Automatic printing determines whether the machine will print a document automatically upon receiving it:

On: A copy of every document received and transferred is printed at your machine.

Off: Received and transferred documents are not printed at your machine.

Note: If the security reception (pages 3.61) is activating, the machine dose not print received document regardless of this setting.

- 14** Press **[Exit]** to save the setting.
The LCD shows forwarding number and setting
On or Off you've entered.

- 15** To finish, press **RESET**.

Printing a list of your transfer patterns

You can easily print a list of your transfer patterns. The list includes each pattern's identifier number, remote fax's number where you want documents to be transferred, On/Off setting, time period and Auto print setting.

To print the list, press **MENU**, **o** [the letter *O*, not a zero], **[List]**.

Cover page

Your fax machine can store a *cover page* to send at the beginning of each outgoing fax. This page includes the current date and time, your Location ID and your fax number (as stored in the TTI) and a message of up to 40 characters in length. The information appears in a box similar to this:

Fax Message From:

Nov 26 2001 14:00

Name: AABBC Co.

Fax Number: 123-4567

[We appreciate your business. Thank you!]

Turning the cover page on

- 1** Press MENU, K, [Setting].
- 2** To tell the fax machine it *should* send a cover page before each document you transmit, select “ON” by using the cursor key.

Note: To tell the machine not to send a cover page, select “OFF” and press [Enter].
- 3** Press [Enter] to save the setting.

K.Cover Page

Use cursor to select ON or OFF.

ON

OFF

Enter

Now the cover page feature is working but your message line (shown in the example as “We appreciate your business. Thank you!”) is blank. To enter that message, see “Entering the cover page message,” below.

Entering the cover page message

- 1** Press MENU, K, [Enter].
- 2** Use the one-touch keypad to enter a message for the cover page. Enter the message the same way you entered your fax name during EasyStart. The message can be up to 40 characters in length.

Note: If you want to erase characters, press [Clear] to erase to the left. If you want to change just one character in the number, move the cursor by using the cursor key, and press [Clear] to erase it. Then re-enter the number and the message correctly.

- 3** When the message appears as you want it, press [Enter] to save it.

K.Cover Page

Cover Page Upper case

=====

Chara. Clear Enter

Printing the cover page

To confirm that the cover page is set correctly, print a sample cover page from your fax machine. Press MENU, K, [List].

Separate each received document (Separator Page)

Your machine has a simple sorting feature. It can separate each received document by inserting the separator page on the top of the received document.

For example, if you use the colored paper for the separator page, it is easy to see the individual received document.

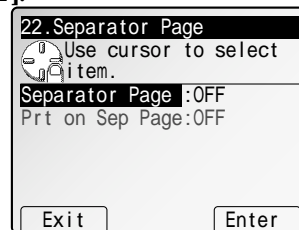
Note: You can assign the turning this feature on/off to a Soft Key. (See page 4.1.)

To set the *Separator Page* feature:

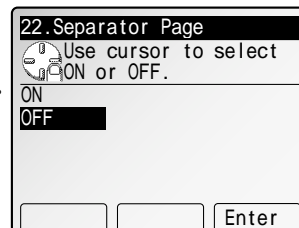
- 1 Press MENU, J, [Enter].
- 2 Select "22. Separator Page" then press [Enter].

- 3 Select "Separator Page" then press [Enter].

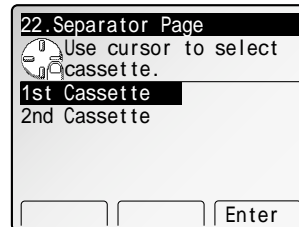
Note: "Prt on Sep Page" will be gray unless the Separator Page feature is turned on.



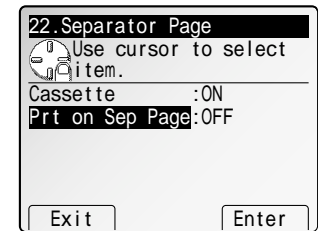
- 4 To turn the *Separator Page* feature on, select "ON" using the cursor key. Then press [Enter].



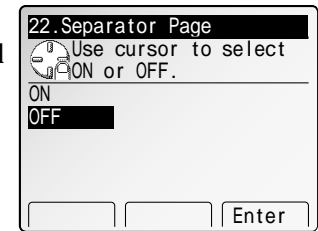
- 5 Select the paper source for the separator page using the cursor key. Then press [Enter].



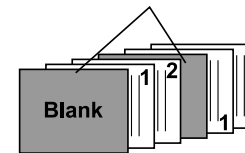
- 6 Select "Prt on Sep Page" then press [Enter].



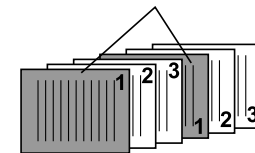
- 7 Determine if the separator page will be printed with blank or not.
If you wish that the separator page will be blank, select "OFF".
If you wish to print the first page of the received documents on the separator page, select "ON".



Separator page separates each received document.



Print on the separator page: OFF



Print on the separator page: ON

- 8 Press ENTER to save the settings.

- 9 Press [Exit].

Press RESET to finish.

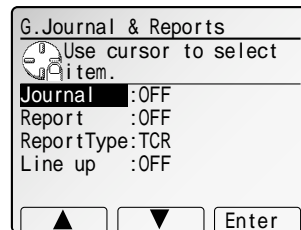
Setting the activity journal

Just as a checkbook records your daily financial transactions, your fax machine keeps an *activity journal* which records its 125 most recent fax transactions. The activity journal lists the following information for each transaction:

- *Assigned number*, starting each day at 001
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Department code* (see pages 4.12–4.16)
- *Result of the call* — If preceded by an asterisk (*), this signifies an ECM communication. Or, if preceded by #, this signifies an super G3 communication.
- *Any special operations* — For example, a fax call made using an optional handset will appear as “Manual”

Your fax machine will print the activity journal automatically after 100 transactions. To toggle this automatic printing on or off:

- 1 Press **MENU**, **G**, [**Enter**]. The LCD shows (see right):
- 2 Select “**Journal**” and then press [**Enter**].
- 3 Select “**ON**” and then press [**Enter**] to save the setting.



Printing an activity journal manually

To print an activity journal *immediately* without waiting for 100 transmissions to be completed, press **MENU**, **G**, [**Report**].

Setting the printing order of the activity journal

Your fax machine prints the activity journal for every fax transaction. For example, if your machine has to redial a call, it will list those redials on the journal.

If you want to list those activities in the order of their assigned numbers, you can change the printing order of the activity journal.

To change the printing order:

- 1 Press **MENU**, **G**, [**Enter**] and then select “**Line Up**” then press [**Enter**].
- 2 Select “**ON**” and then press [**Enter**].

Setting the reports: TCRs and RCRs

Your fax machine can print *reports* of transmissions and receptions.

There are two different reports: a *transmit confirmation report (TCR)* and a *receive confirmation report (RCR)*. You can receive a TCR after sending a fax to *any* Group 3 fax machine, but the RCR function works only when you send a fax to a compatible Muratec machine. (Consult your authorized Muratec dealer with any questions about such compatibility.) Choose the type of report you want, based on the fax machines to which you're transmitting.

What the reports tell you

TCR

The TCR lists the following information for each communication:

- *Date and time* of the TCR's printout
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result of the call*
- *Any special operations* — For example, a fax call made using an optional handset will appear as “Manual”
- *Sample of the document* — An image of the first page of the document

If an error occurs, the TCR tells you the remote location which was called, the *error code* and *error message* (see pages 5.11–5.14).

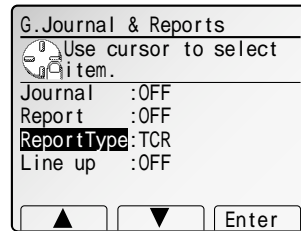
RCR

The RCR lists the following information for each communication:

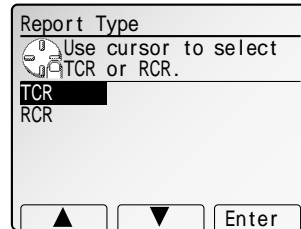
- *Date and time*
- *Remote location* called
- *Assigned number*, starting each day at 001
- *Resolution mode*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result of the call* — Either “OK” or an *error code* (see pages 5.17–5.18)

To set the printing one of these reports:

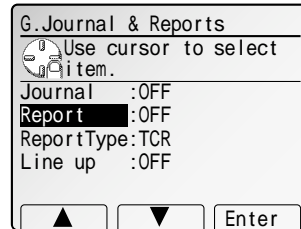
- 1 Press **MENU**, **G**, [**Enter**].
- 2 Select “**ReportType**” then press [**Enter**].



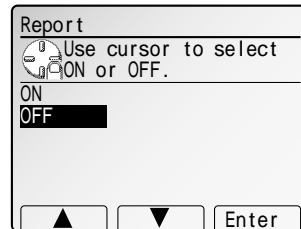
- 3 Select confirmation report type “**TCR**” or “**RCR**” by using the cursor key.
- 4 Press [**Enter**] to save the setting.



- 5 To print the selected report automatically after every fax you send, select “**Report**”, and then press [**Enter**].



- 6 Select “**ON**” using the cursor key.
- 7 Press [**Enter**] to save the setting.



To turn the confirmation report feature on or off for *only* the next fax transmission, press **REPORT**.

What happens next depends on the setting you chose:

- If the light next to the **REPORT** key glows, the fax machine will print the confirmation report automatically.
- If the light next to the **REPORT** key doesn't glow, the fax machine will not print a confirmation report.

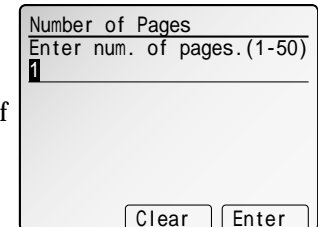
After you send this transmission, your machine returns to the setting you chose in step 2, above.

Numbering pages

Just before sending a fax, you can set your fax machine to number each page. This will help the person receiving the fax to keep track of all the pages.

To set up page numbering:

- 1 Count the number of pages in your document.
- 2 Set your document in ADF or FBS glass.
- 3 Adjust the resolution and contrast, if necessary.
- 4 Press **NEXT** until [**#OfPages**] is appeared.
- 5 Press [**#OfPages**].
- 6 Use the numeric keypad to enter the number of pages in your document.
- 7 Press [**Enter**].



From here, continue sending the document using whatever type of transmission you need (broadcast, group dial, etc.). When the remote fax machine prints the document, a note on the right side of your TTI will indicate the number of the page — such as “P.02” for page two.

OneLine + distinctive ring detection

Many phone companies now offer their customers a special service which makes it possible for one phone line to do the work of two.

With this service, you physically still have one phone line, but, electronically, you have two phone *numbers*. Your phone recognizes these different numbers and rings differently for each one.

For example, this makes it easy for you to have both a business number and a home number on one phone line, so you can answer one with “Jane Doe Consulting,” and the other with “Hello.” This works because you can tell the difference between the distinctive *patterns* of the two rings.

Your fax machine is also smart enough to tell the difference between two different numbers that are ringing it. All you have to do is set up your machine for the *OneLine + distinctive ring detection (DRD) feature*.

In order to use OneLine + DRD, your phone company must set up your distinctive ring service. When it does, it will assign a *ring pattern*. For example, the standard telephone ring is 2 seconds “on” (ringing) and 4 seconds “off” (silent), after which it repeats itself.

Your fax has eight possible distinctive ring patterns for use with OneLine + DRD. One of them should work with your phone company’s DRD service. This chart lists the patterns:

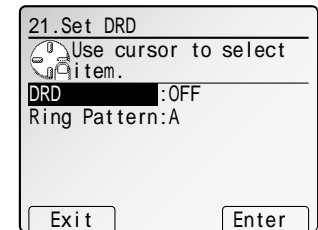
Pattern	One complete ring pattern (seconds)
A	0.8 on, 0.4 off, 0.8 on, 4.0 off
B	0.4 on, 0.2 off, 0.4 on, 0.2 off, 0.8 on, 4.0 off
C	0.3 on, 0.2 off, 1.0 on, 0.2 off, 0.3 on, 4.0 off
D	1.0 on, 0.5 off, 1.0 on, 3.5 off
E	0.5 on, 0.5 off, 0.5 on, 0.5 off, 1.0 on, 3.0 off
F	0.5 on, 0.5 off, 1.0 on, 0.5 off, 0.5 on, 3.0 off
G	0.4 on, 0.6 off, 0.4 on, 4.6 off
H	1.5 on, 0.5 off, 0.5 on, 3.5 off

For example: pattern C is 0.3 seconds ringing, 0.2 seconds silent, 1 second ringing, 0.2 seconds silent, 0.3 seconds ringing and 4 seconds silent. Then it goes back to the first 0.3-second ring and starts over.

To use DRD on your fax machine:

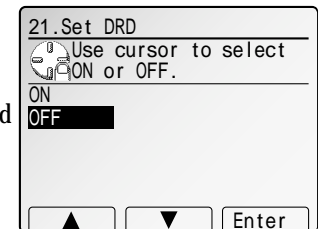
- 1 Contact your phone company to make sure it has set up DRD service for you. If possible, also find out which distinctive ring pattern the phone company has assigned you.

- 2 Press MENU, J, 2, 1, [Enter]. The LCD shows:



- 3 Select “DRD”, then press [Enter].

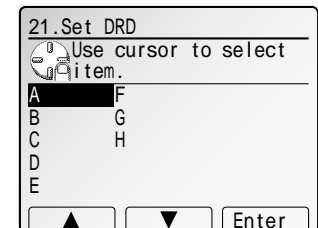
- 4 Select “ON” or “OFF” using the cursor key and then press [Enter].



- 5 Select the “Ring Pattern” and then press [Enter].

- 6 Select the ring pattern you want.

- 7 Press [Enter] to set your machine to the selected ring pattern.



Important: If your telephone company gives you only very general ring pattern specifications, *or* if you encounter a problem while using your machine’s DRD feature, **please try ALL of the listed ring patterns**. If you still have a problem after trying **all** of the patterns, please call the Muratec Customer Support Center. (From the United States, call 972-364-3350. For the number to call from Canada, check the documentation found inside your fax machine’s box).

Important: With your machine set for using DRD, it won’t respond to any ring pattern other than the one you selected above. To reset the fax so it will respond once again to normal rings, repeat steps 2–4, above — *except*, in step 4, toggle it to “Off.” Your fax will now respond normally.

Call request

You can send or receive a fax message *and* have a regular phone conversation *on the same call* (although, not at the same time). This is called a *call request*. It doesn't matter whether you're sending the fax or receiving it. You may fax first and then talk, or talk first and then fax.

Important: For this feature to work, the remote fax machine must have a similar call-request capability. Your machine must also have an optional handset attached.

Note: Communicating this way disables "V.34" mode, causing the fax machine to handle the call in normal ITU-T Group 3 fashion. See page A1.2 for more information.

Faxing/receiving first, then talking

To send or receive a fax first and then talk:

- 1** While your fax machine is sending or receiving the fax, press **MONITOR/CALL**.
- 2** At the remote fax machine, the ringer will sound after that machine receives each page.
- 3** If someone answers at the remote fax machine, your fax machine will ring several times. If so, pick up the optional handset. In a few seconds, the line will open and you can begin your conversation.

Talking first, then *sending* a fax

To talk first and then send a fax:

- 1** When you've finished your phone conversation, *don't hang up*.
- 2** Insert the document you want to fax.
- 3** Adjust the resolution and contrast if necessary.
- 4** Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up **your** handset yet!*
- 5** When you hear fax tones, press **START** and hang up your fax machine's optional handset. Your fax machine will send the document.

Talking first, then *receiving* a fax

To talk first and then receive a fax:

- 1** When you've finished your phone conversation, *don't hang up*.

- 2** Tell the person at the other fax machine to press **START** and to hang up his/her handset. *Don't hang up your handset yet!*
- 3** When you hear fax tones, press **START** and hang up your machine's optional handset. Your machine will receive the document and print it out.

Responding to a call request

If someone requests a call *from* you during a fax communication, you'll hear a long ring after the receiving machine has received each page. To answer the call request:

- 1** Lift your machine's optional handset, and listen for a few seconds. You may hear a brief series of fax tones.
- 2** Shortly, the line will open and the person at the other end of the line will answer. You and the other person now can have a normal phone conversation.

The power of QuadAccess®

Your fax machine's *QuadAccess* feature sharply reduces the time you might spend waiting for the machine to finish its work. QuadAccess is a more powerful version of what already is a pretty powerful feature, called *dual access*. While a fax with normal dual access allows you to do two things at once, QuadAccess allows you to do *four* operations at once. *For example*, even if the machine is (1) printing a copy, (2) transmitting from memory and (3) scanning documents for a different memory transmission, you can still (4) program the machine.

F-Code communication

F-Code: an introduction

The ITU-T, the United Nations agency that standardizes international telecommunications, has created a fax industry standard for using sub-addressing and password-based communication. One name for this standard is F-Code, and that's what we'll call it in these instructions and on your machine's display.

How sub-addressing works

To help understand sub-addressing, think about how someone in a large company receives mail. For example, mail for the Accounting department is first delivered to the company's main mailroom. Then the mailroom routes the mail to Accounting. That's the idea behind sub-addressing. Your fax and another F-Code-compatible fax exchange special signals to indicate just where the fax really should go. It's as if the sending fax is saying, "Deliver this to room 48," and the receiving fax does just that. Your machine has up to 50 mailboxes for these special deliveries. When someone sends an F-Code fax to you, your machine receives it into one of those 50 mailboxes — whichever box the sender chooses.

Sending F-Code securely

For greater security, you can set up a password with each F-Code sub-address, which lets you use secure transmission, polling and relay broadcasting when communicating with any other F-Code compatible fax machine.

Guidelines for using F-Code

- (1) To use ITU-T sub-addressing, you must create F-Code boxes in your machine
- (2) Your machine holds up to 50 of these boxes
- (3) Your machine stores up to 30 documents into each F-Code box (each document can include one or more pages)

Creating or modifying an F-Code box

Choosing the F-Code box type

Before you set up an F-Code box, first decide how your callers will use it — as a bulletin box, a security box or a relay box.

- **Bulletin box** — Stores documents that people in remote locations retrieve by *polling* the box. For example, your sales branches could call in at any time to get a printout of your latest prices that you've stored in a bulletin box.
A bulletin box stores both scanned and retrieved documents, and it holds its contents indefinitely (as long as the unit has AC power).
- **Security box** — Receives and stores F-Code secure communications.
- **Relay box** — Receives documents, then relays them to other machines. The machine that relays the document is called a "hub". Your fax machine can either *send* to a hub or it can *be* a hub.

4 elements of an F-Code box

Each F-Code box has the following four elements:

- (1) F-Code box number (01-50)
- (2) F-Code box name (up to 16 characters)
- (3) F-Code sub-address (up to 20 characters - can include numbers and the * and # characters only)
- (4) I.D. Code (4 digits)

You will choose the information for each of these elements, and enter it into your machine. The following steps will walk you through entering and changing that information.

To create or modify an F-Code box:

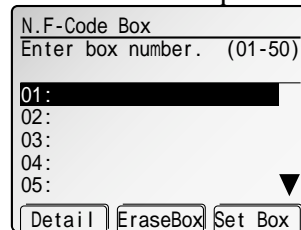
- 1 Keep pen and paper with you as you follow these steps. As you decide on a sub-address and enter it into your machine, write it down. Remember to: (1) write down which box goes with which sub-address, (2) write down any passwords or I.D. codes you enter, (3) keep these printed records in a safe place.

- 2 Press **MENU**, **N**, **[Enter]**. The LCD shows the F-Code box list.

- 3 Select the F-Code box you want to create or modify using the cursor key.

Note: You can select the F-Code box by directly entering that two-digit identifier number (01-50).

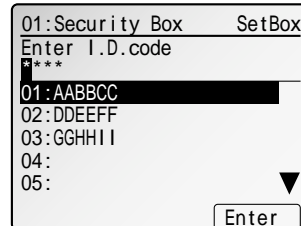
Note: You can press **[Detail]** to see the number which has been programmed in that speed-dial number.



- 4 Press **[BoxSet]**.

What you do next depends on whether you're creating or modifying the F-Code box:
If creating — skip to step 6.

If modifying — the LCD asks you to enter the proper I.D. code. The LCD shows (see right):



- 5 Use the numeric keypad to enter the 4-digit I.D. code (not the ITU-T sub-address and not the ITU-T password) and then press **[Enter]**.

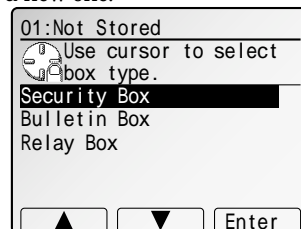
- If you modifying the *Security box*, go to step 7.
- If you modifying the *Bulletin box*, skip to step 16.
- If you modifying the *Relay box*, skip to step 28.

Note: You cannot change the *type* of an existing F-Code box. If you're modifying an existing F-Code box and want to change the box *type*, you first must erase the old box, then create a new one.

- 6 The fax machine is asking which box type you want to assign to this box — *bulletin*, *security* or *relay*.

Select desired box type using the cursor key and then press **[Enter]**.

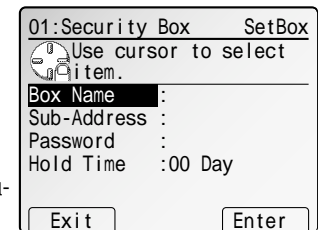
- If you chose *Security*, go to step 7.
- If you chose *Bulletin*, skip to step 16.
- If you chose *Relay*, skip to step 28.



If you chose *Security*:

- 7 The security box has the following settings:

- **Box Name** – You can enter the name for this F-Code box.
- **ITU-T sub-address** – This is the numerical identifier you must enter in order to communicate with any remote F-Code compatible fax.
- **ITU-T password** – This is the password for ITU-T-compatible F-Code fax transactions. You don't need to have a password for the F-Code box. However, using a password will make your F-Code communication much more secure.
- **Hold time** – This setting is how long you want to keep a document stored in your machine's F-Code box.
- **I.D. code for this F-Code box** – This is the four-digit I.D. code for the box's security, which you use to (1) print a document any remote F-Code-compatible fax sends to this F-Code box or (2) you enter before you can make any changes to this F-Code box. (See step 12.)



- 8 To enter the *Box name*:

Select **"Box Name"** using the cursor key, and then press **[Enter]**.

Then, enter the name the same way you entered your fax name during EasyStart. An F-Code box's name can be up to 16 characters in length.

Note: To erase characters, press **[Clear]** to erase to the left.
To change just one character in the name, move the cursor to that character and then press **[Clear]** to erase it. Then re-enter the name correctly.

Press **[Enter]** to save the box's name and continue.

- 9 To enter the *ITU-T sub-address*:

Select **"Sub-Address"** using the cursor key, and then press **[Enter]**.

Then, use the numeric keypad to enter this box's ITU-T sub-address to identify this F-Code box.

The sub-address can be up to 20 characters in length and include any combination of numbers and the * and # characters (but no other non-numeric characters).

Note: No other F-Code box in this machine can have the same sub-address as the one you enter here.

Note: To erase characters, press **[Clear]** to erase to the left.
To change just one character in the name, move the cursor to that character and then press **[Clear]** to erase it. Then re-enter the name correctly.

Press **[Enter]** to save the ITU-T sub-address and continue.

10 To enter the *ITU-T password*:

Select **"Password"** using the cursor key, and then press **[Enter]**.

Then, use the numeric keypad to enter this box's ITU-T-compatible password. This password can be up to 20 characters in length and include any combination of numbers and the * and # characters (but no other non-numerical characters).

Note: To erase characters, press **[Clear]** to erase to the left.
To change just one character in the name, move the cursor to that character and then press **[Clear]** to erase it. Then re-enter the name correctly.

Press **[Enter]** to save the ITU-T password and continue.

11 To enter the *Hold time*:

Select **"Hold Time"** using the cursor key, and then press **[Enter]**.

Then, use the numeric keypad to enter a two-digit number indicating how many days (00-31), you want your fax machine to keep received documents in this F-Code box.

Note: Your fax machine can store incoming documents in F-Code boxes (up to 30 documents) as long as 31 days, after which it automatically erases the documents. But if your machine has plenty of memory, you may want to override the 31-day limit in order to keep the documents indefinitely. If so, enter 00. If you choose this, you will have to delete documents manually. (You may want to contact your authorized Muratec dealer regarding optional memory expansion.)

Press **[Enter]** to save the sub-address and continue.

12 Press **[Exit]**.

The machine asks for your F-Code box's four-digit security I.D. code. This is the I.D. code for the box's security, which you use to (1) print a document any remote F-Code-compatible fax sends to this F-Code box or (2) you enter before you can make any changes to this F-Code box.

```

01:Security Box      SetBox
Enter I.D. code
0000
Box Name      :AABBCC
Sub-Address   :12345678
Password      :
Hold Time     :00 Day
Enter
  
```

13 Decide on a four-digit I.D. code (0001-9999) for this F-Code box. **Write it down**, and put it in a safe place.

Important: Do not use 0000 as an I.D. code.

14 Use the numeric keypad to enter the four-digit I.D. code for this F-Code box.

Important: After completing this step, you must know this code to print documents sent to this F-Code box. Be sure to write it down.

15 Press **ENTER** to save the F-Code box information.

To create or modify another F-Code box, go back to step 3.
To finish, press **RESET**.

If you chose *Bulletin*:

16 The bulletin box has the following settings:

- **Box Name** – Same as in step 7.
- **ITU-T sub-address** – Same as in step 7.
- **ITU-T password** – Same as in step 7.
- **Rx Protect** — *Reception protection* ("Rx Protect" on the LCD) tells this box if it's okay to receive documents from remote locations. Callers can then poll these documents.
- **Auto Print** — *Automatic printing of received documents* ("Auto Print") tells the fax machine if it should print a document automatically upon receiving it into this box.
- **Overwrite Doc** — *Overwriting documents* ("Overwrite Doc.") tells your machine if it should overwrite (erase) existing documents when it receives a new one.
- **Erase Tx Doc** — *Erasure of transmitted documents* ("Erase Tx Doc.") tells your machine if it should erase a document from the box after a caller retrieves (polls) the document.
- **I.D. code for this F-Code box** – This is the four-digit I.D. code for the box's security, which you use to (1) print a document any remote F-Code-compatible fax sends to this F-Code box or (2) you enter before you can make any changes to this F-Code box. (See step 24.)

```

01:Bulletin Box      SetBox
Use cursor to select
Box Name
Sub-Address :
Password :
Rx Protect  :OFF
Auto Print  :OFF
Exit      Enter
  
```

```

01:Bulletin Box      SetBox
Use cursor to select
OverwriteDoc:OFF
Erase Tx Doc:OFF
Exit      Enter
  
```

17 To enter the *Box name*:

This is same procedure in step 8. Please refer to step 8.

18 To enter the *ITU-T sub-address*:

This is same procedure in step 9. Please refer to step 9.

19 To enter the *ITU-T password*:

This is same procedure in step 10. Please refer to step 10.

20 To set the *Rx Protect*:

Select **"Rx Protect"** using the cursor key, and then press **[Enter]**.

Then, select desired setting "On" or "Off".

On: Do not open this box to receive documents from callers.

Off: Open this box to receive documents from callers.

Press **[Enter]** to save the box's name and continue.

21 To set the *Auto Print*:

Note: This setting is available only when the reception protection (*Rx protect*) setting is set to *off* (see step 20).

Select **"Auto Print"** using the cursor key, and then press **[Enter]**.

Then, select desired setting "On" or "Off".

On: Print the document automatically when the box receives it.

Off: Print the document manually, when you want to print it.

Press **[Enter]** to save the box's name and continue.

22 To set the *Overwrite Doc*:

Note: This setting is available only when the reception protection (*Rx protect*) setting is set to *off* (see step 20).

Select **"Overwrite Doc"** using the cursor key, and then press **[Enter]**.

Then, select desired setting "On" or "Off".

On: When your machine receives a new document into this box, it will erase any documents currently stored in it.

Off: When your machine receives a new document into this box, it *will not* erase the documents stored in it. Your machine can store up to 30 *documents* (each document can include one or more pages) in each box.

Press **[Enter]** to save the box's name and continue.

23 To set the *Erase Tx Doc*:

Select **"Erase Tx Doc"** using the cursor key, and then press **[Enter]**.

Then, select desired setting "On" or "Off".

On: Your machine erases the document from the box as soon as it sends it. If you choose "On", this box can be polled only once per document.

Off: Your machine does not erase a document from the box when it's polled. As long as your machine holds AC power and you do not erase the document from the box, the document is available indefinitely for polling.

24 Press **[Exit]**.

The machine asks for your F-Code box's four-digit security I.D. code. This is the I.D. code for the box's security, which you use to **(1)** print a document any remote F-Code-compatible fax sends to this F-Code box or **(2)** you enter before you can make any changes to this F-Code box.

01:Bulletin Box		SetBox
Enter I.D. code		
0000		
Box Name	: AABBC	
Sub-Address	: 12345678	
Password	:	
Px Protect	: OFF	
Auto Print	: ON	
		Enter

25 Decide on a four-digit I.D. code (*0001-9999*) for this F-Code box. **Write it down**, and put it in a safe place.

Important: Do not use *0000* as an I.D. code.

26 Use the numeric keypad to enter the four-digit I.D. code for this F-Code box.

Important: After completing this step, you must know this code to access this F-Code box. Be sure to write it down.

27 Press **ENTER** to save the F-Code box information.

To create or modify another F-Code box, go back to step 3.

To finish, press **RESET**.

If you chose Relay:

- 28** The bulletin box has the following settings:
- **Box Name** – Same as in step 7.
 - **ITU-T sub-address** – Same as in step 7.
 - **ITU-T password** – Same as in step 7.
 - **Location** – You must enter the fax number of the remote unit. When your machine received document into the relay box, it dials to this number to relay the received document.
 - **TTI Type** – You can select the type of TTI you want to appear on the faxes that are relayed to other callers.
 - **Auto Print** – You can set your machine to print the received document received into the relay box.
 - **I.D. code for this F-Code box** – This is the four-digit I.D. code for the box's security, which you use to enter before you can make any changes to this F-Code box. (See step 35.)

01:Relay Box SetBox
Use cursor to select item.
Box Name :
Sub-Address :
Password :
Location :
TTI Type :Sender ▼
Exit Enter

01:Relay Box SetBox
Use cursor to select item.
Auto Print :OFF ▲
Exit Enter

- 29** To enter the *Box name*:
This is same procedure in step 8. Please refer to step 8.
- 30** To enter the *ITU-T sub-address*:
This is same procedure in step 9. Please refer to step 9.
- 31** To enter the *ITU-T password*:
This is same procedure in step 10. Please refer to step 10.

- 32** To enter the *Location*:

Select "**Location**" using the cursor key, and then press **[Enter]**.

Then, enter the fax number using a one-touch key, a speed-dial number or a call group number. You cannot use the numeric keypad to enter these numbers.

To add each fax number, press **[Broadcasts]** between each one to insert a *comma*, then enter the number. You can specify up to 300 numbers for a remote unit.

Press **[Enter]** to save the box's name and continue.

01:Relay Box SetBox
Enter remote fax number.
Group Clear Enter

- 33** To set the *TTI Type*:

Select "**TTI Type**" using the cursor key, and then press **[Enter]**.

Then, select the type of TTI you want to appear on the faxes that are relayed to other callers.

- **Sender** — Relay the document with hub unit's TTI (*don't send your TTI*).
- **Both** — Relay the document with both the hub unit's TTI and your TTI.
- **Yours** — Relay the document with your TTI instead of the hub unit's.

01:Relay Box SetBox
Use cursor to select item.
TTI Type :Sender ▼
Sender
Both
Yours
▲ ▼ Enter

Press **[Enter]** to save the box's name and continue.

- 34** To set the *Auto Print*:

Select "**Auto Print**" using the cursor key, and then press **[Enter]**.

Then, select desired setting "On" or "Off".

On: Print the document automatically when it's received.

Off: The machine does not print it, but only relays it to the other machine.

Press **[Enter]** to save the box's name and continue.

- 35** Press **[Exit]**.
The machine asks for your F-Code box's four-digit security I.D. code. This is the I.D. code for the box's security, which you use to enter before you can make any changes to this F-Code box.

01:Relay Box SetBox
Enter I.D. code
0000
Box Name :AABBCC
Sub-Address :12345678
Password :
Location :01,S001
TTI Type :Sender ▼
Enter

- 36** Decide on a four-digit I.D. code (0001-9999) for this F-Code box.

Write it down, and put it in a safe place.

Important: Do not use 0000 as an I.D. code.

- 37** Use the numeric keypad to enter the four-digit I.D. code for this F-Code box.

Important: After completing this step, you must know this code to access this F-Code box. Be sure to write it down.

- 38** Press **ENTER** to save the F-Code box information.

To create or modify another F-Code box, go back to step 3.

To finish, press **RESET**.

Printing a list of F-Code boxes

The list of F-Code boxes includes:

- (1) Each box's identifier number
- (2) Box name (if any)
- (3) Sub-address
- (4) Password
- (5) Box type
- (6) Each box's settings

To print a list of your F-Code boxes, press **MENU**, **N**, [**BoxList**].

Printing a list of documents stored in F-Code boxes

The list of documents stored in your machine's F-Code boxes includes:

- (1) Each box's identifier number
- (2) Box name (if any)
- (3) Box type
- (4) Each file number (or document number) that is stored

To print a list of documents stored in F-Code boxes, press **MENU**, **N**, [**Doc.List**].

Using a security box

Printing a document you receive

When your fax machine receives a document via ITU-T sub-addressing to an F-Code security box, your machine prints a message to let you know.

The message lists:

- (1) the F-Code box number that received the document
- (2) the Box name
- (3) the remote machine's TTI (if any)
- (4) the file numbers stored in the F-Code box.

You then have a certain number of days (see step 11 on page 3.46) in which to print out the document before your machine automatically erases it.


Note: For this operation to work, two things must be true:

- You must know the F-Code security box's two-digit number.
- You must know the F-Code security box's four-digit I.D. code.

To print a received message:

- 1** Press **MENU**, **N**, [**Enter**]. The LCD shows F-Code list.

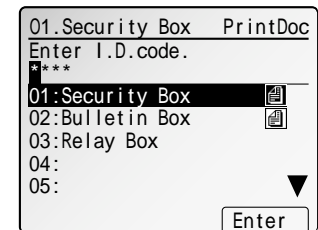
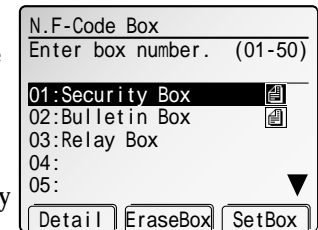
- 2** Select the F-Code security box that holds the documents you want to print.

Note: If the F-Code security box is storing any documents, the  symbol is appeared on the LCD.

- 3** Press **NEXT**, [**PrintDoc**].
The machine prompts you to enter I.D. code.

- 4** Use the numeric keypad to enter your F-Code box's four-digit I.D. code.

- 5** Press [**Enter**].
If you've entered the correct I.D. code, your fax machine prints all documents in the F-Code security box and then erases them.



Using a bulletin box

Storing a document

Your fax machine can store up to 30 *documents* in each bulletin box.

Note: For this operation to work, two things must be true:

- The bulletin box must exist on your fax machine.
- You must know the bulletin box's two-digit number (01-50) and four-digit I.D. code. (See "Creating or Modifying an F-Code box," pages 3.44–3.48, if necessary.)

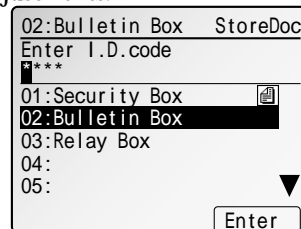
To store a document in a bulletin box for polling.

1 Place the document and make any necessary adjustments.

2 Press MENU, N, [Enter]. The LCD shows the F-Code list.

3 Select the F-Code bulletin box where you want to store the document.

4 Press NEXT, [StoreDoc].
The machine prompts you to enter the I.D. code.



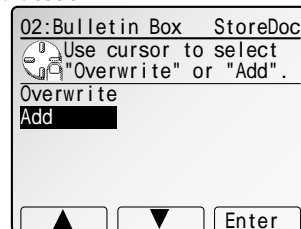
5 Use the numeric keypad to enter the four-digit I.D. code

6 Press [Enter].
If you've entered the correct I.D. code, the display shows (see right):

Select "Overwrite" or "Add".

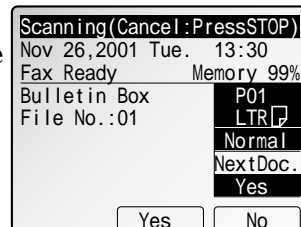
Overwrite: Your bulletin box erases the currently stored document when a new document is stored in it

Add: Your bulletin box keeps both the currently stored document and the new document, up to 30 documents in each box.



7 Press [Enter] to save the setting. Your machine starts scanning the document into the selected bulletin box:

Note: The file number (shown above as 1) tells you how many documents are in this bulletin box. Your machine numbers files 1-30. You need to know the file's number to erase or print it.



Printing a document stored in a bulletin box

You can print a document stored in your machine's F-Code bulletin boxes without erasing the document from memory.

To print a stored document:

1 Press MENU, N, [Enter].
The LCD shows the F-Code list.

2 Select the F-Code bulletin box where you want to store the document.

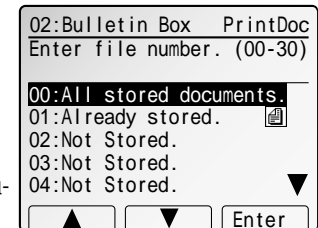
3 Press NEXT, [PrintDoc].
The machine prompts you to enter I.D. code.

4 Use the numeric keypad to enter the four-digit I.D. code

5 Press [Enter].
If you've entered the correct I.D. code, the display shows (see right):

6 Select the file number (01-30) of the document you want to print. If you want to print all documents in this bulletin box, select file number "00".

7 Press [Enter].
Your fax machine prints the chosen document(s), then returns to standby mode.



Erasing a document stored in a bulletin box

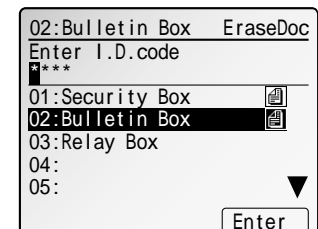
To erase a stored document:

1 Press MENU, N, [Enter].
The LCD shows the F-Code list.

2 Select the F-Code box storing the document you want to erase.

3 Press NEXT, [EraseDoc].
The machine prompts you to enter I.D. code.

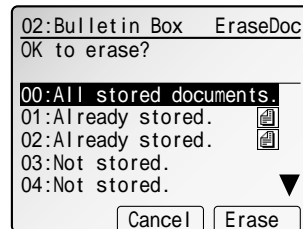
4 Use the numeric keypad to enter the four-digit I.D. code, and then press [Enter].
If you've entered the correct I.D. code, the display shows (see right):



- 5** Select the file number (01-30) of the document you want to erase.
If you want to erase the all documents in this bulletin box, select file number "00".

- 6** Press **[Enter]**.
The LCD shows (see right):

Important: If you want to quit without erasing the document you've selected, press **[Cancel]**. The fax will return to step 2.



- 7** Press **[Erase]** to erase the document(s) and the machine will return to step 2.

If you want to erase other document, repeat steps 2–7.

To return to the standby mode, press **RESET**.

Using a relay box

Once your fax machine receives a document via ITU-T sub-addressing to one of its F-Code relay boxes, it sends it to the other fax machines that you've set up on your relay box. (See "Creating or Modifying an F-Code box", page 3.44–3.48.)

If you set the Auto print mode to *on* when you created the relay box, your machine will *print* the received document, then relay it to the other machine. Otherwise, your machine will *only relay* it to the other machines, not print it. See "If you chose Relay," page 3.50 for more details on this setting.

Also, you can send (*relay broadcast initiation*) the document to another hub machine's F-Code box and get that machine to relay it to others. See "F-Code transmission" on page 3.52 for more detail.

The hub performs a *relay broadcast*, and the machine which sends the original document to the hub has performed a *relay broadcast initiation*.

Erasing an empty F-Code box

An F-Code box must be empty in order to erase it. (If you select an F-Code box in these steps which is not empty, the machine beeps. If this happens, print all documents in that box before erasing it.)

To erase an empty F-Code box:

- 1** Press MENU, N, **[Enter]**.
- 2** Select the F-Code box you want to erase.
- 3** Press **[EraseBox]**. If the F-Code box is empty, the machine prompts you to enter I.D. code.
- 4** Use the numeric keypad to enter your F-Code box's four-digit I.D. code.
- 5** Press **[Enter]**.
The LCD shows (see right):
Note: If you want to quit without erasing the F-Code box you've selected, press **[Cancel]**. The machine will return to step 2.
Note: If you want to quit without erasing *any* F-Code box, press **RESET**. The machine returns to standby mode.
- 6** Press **[Erase]** to erase the document(s) and the machine will return to step 2.
If you want to erase other F-Code box, repeat steps 2–6.
To return to the standby mode, press **RESET**.

F-Code transmission and polling

With F-Code, your machine can send secure transmissions, perform relay broadcast initiations and even poll from other ITU-T-equipped machines, regardless of manufacturer.

You can do this two ways:

- Using the programmable one-touch key (see pages 3.54–3.60).
- Entering the ITU-T sub-address and password directly, which is what we'll describe here.

Note: For F-Code communication to work, three things must be true:

- The remote fax machine must support ITU-T sub-addressing
- The remote fax must have a mailbox with an ITU-T sub-address created on it
- You must know the ITU-T sub-address and password (if any) for the remote machine's mailbox

F-Code transmission

- 1 Place the document and select the resolution and contrast you require.
- 2 If you want to toggle between manual transmission and memory transmission, press **MEMORY TRANSMIT**.
- 3 Press **MENU** and select "**F-Code Tx**".
- 4 Press **[Enter]**.
- 5 Use the numeric keypad to enter the appropriate sub-address in the remote machine.
Note: If you make a mistake, press **[Clear]** to erase the character, then enter the correct number.
- 6 Press **[Enter]**.
- 7 Use the numeric keypad to enter the password.
Note: If this sub-address does not have a password, skip to step 8.
- 8 Press **[Enter]**.

F-Code Tx
Enter sub-address.

SubAddress :
Password :
[Clear] [Enter]

- 9 Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad.

Important: Do *not* press **START**, if you want to delay this transmission.

- 10 What you do now depends on when you want the transmission to begin.

- To have it begin *now*, skip to step 13.
- To delay it, go on to step 11.

- 11 Press **MENU**, select "**Delayed Tx**" and then press **[Enter]**.
The LCD shows (see right):

- 12 Use the numeric keypad to enter the day and time when the transmission should begin, then press **[Enter]**.

- 13 Press **START**.

F-Code Tx
Enter fax number.

[Group] [Clear] [Broadcast]

Delayed Tx
Enter Transmit Time
04/14:20
[Clear] [Enter]

If in step 10 you chose an immediate transmission, your fax machine begins dialing. If you chose a delayed command, the machine shows "Reserved" on the LCD, indicating that it has stored the command in memory and will complete it later.

F-Code polling

- 1 Press **MENU** and select "**FCodePolling**".
- 2 Press **[Enter]**.
- 3 Use the numeric keypad to enter the appropriate sub-address in the remote machine.
Note: If you make a mistake, press **[Clear]** to erase the character, then enter the correct number.
- 4 Press **[Enter]**.
- 5 Use the numeric keypad to enter the password.
Note: If this sub-address does not have a password, skip to next step.
- 6 Press **[Enter]**.

FCodePolling
Enter sub-address.

SubAddress :
Password :
[Clear] [Enter]

- 7** Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad.

Important: Do *not* press **START**, if you want to delay this transmission.

- 8** What you do now depends on when you want the transmission to begin.

- To have it begin *now*, skip to step 11.
- To delay it, go on to step 9.

- 9** Press **MENU**, select “**Delayed Tx**” and then press **[Enter]**.
The LCD shows (see right):

- 10** Use the numeric keypad to enter the day and time when the transmission should begin, then press **[Enter]**.

- 11** Press **START**.

FCodePolling
Enter fax number.
—
Group Clear Broadcast

Delayed Tx
Enter Transmit Time
04/14:20
Clear Enter

If in step 8 you chose an immediate transmission, your fax machine begins dialing. If you chose a delayed command, the machine shows “Reserved” on the LCD, indicating that it has stored the command in memory and will complete it later.

Programmable one-touch keys

Using the power of programmable one-touch keys

In order to complete some operations on your machine, you may have to follow several steps and press several different buttons. But programming your machine's *one-touch keys (79-84)* can reduce those many steps to a simple press of a key. You can "teach" the one-touch keys to carry out any of the following operations:

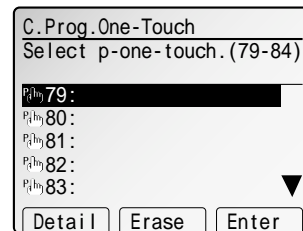
Communications functions:

- Delayed transmission (explained on page 3.25)
- Broadcasting (page 3.24)
- Regular polling (*not* continuous) (pages 3.34-3.35)
- Batch transmission (pages 3.26-3.28)
- F-Code transmission (page 3.52)
- F-Code polling (pages 3.52-3.53)

Programming a delayed transmission

To program a delayed transmission into a programmable one-touch key:

- 1 Press **MENU, c, [Enter]**.
The LCD shows the programmable one-touch number list.
- 2 Select the programmable one-touch number that you want to program or change.

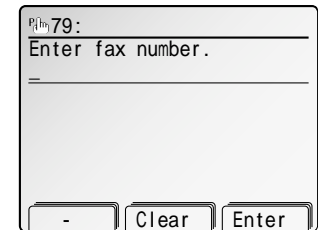


Note: If you're changing a previously stored command:
If your previous command for this key was a delayed operation and you want to keep this key programmed for a delayed operation, use these instructions to make changes.

If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3 Press **[Enter]**.

- 4 Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length.

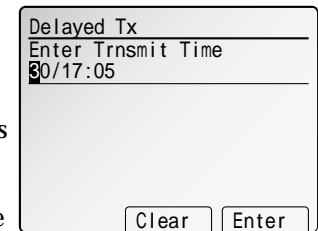


- 5 Press **[Enter]**.

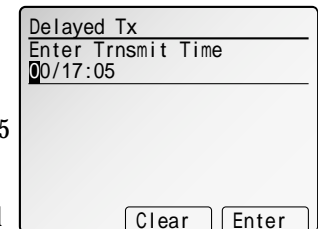
- 6 Select **"Delayed Tx"** and press **[Enter]**.

- 7 Next, tell your fax to carry out this delayed command one of these ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.



Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.



- 8 Press **[Enter], [Exit]**.

- 9 The machine will return to step 2.

Note: When the delayed transmission is programmed, the ☎ symbol is appeared in the programmable one-touch number list on the LCD.

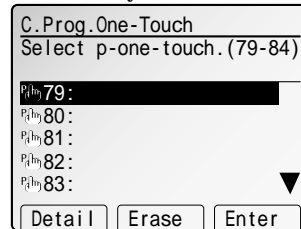
If you want to enter or change *another* key's programming, repeat steps 2-9. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

Programming a broadcast / group

Programming a broadcast is very similar to programming a delayed transmission. But instead of sending to just one phone number, you set up multiple numbers for the transmission.

To program a broadcast / group into a programmable one-touch key:

- 1** Press **MENU**, **C**, **[Enter]**.
The LCD shows the programmable one-touch number list.
- 2** Select the programmable one-touch number that you want to program or change.



Note: If you're changing a previously stored command:
If your previous command for this key was a broadcast / group transmission and you want to keep this key programmed for a broadcast / group transmission, use these instructions to make changes.
If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3** Press **[Enter]**.
- 4** Use the numeric keypad to enter up to 330 fax numbers — you can use any combination of call groups, one-touch keys, speed-dial numbers and manually-dialed numbers.

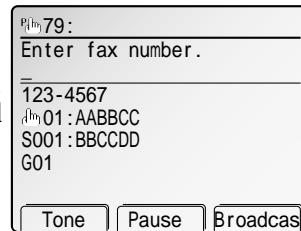
To add more fax numbers, press **[Broadcasts]** between each one. If **[Broadcasts]** is not appeared on the LCD, press **NEXT** until it appears.

To enter a *speed-dial number*, press **SPEED DIAL/TEL INDEX** and the number's three-digit identifier.

To enter a *call group*, press **[Group]** and the group's identifier number. If **[Group]** is not appeared on the LCD, press **NEXT** until it appears.

Note: If you enter characters by mistake, press **[Clear]** to erase them. Or press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.

- 5** Press **[Enter]**.

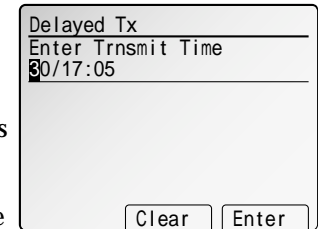


- 6** If you want the broadcast to begin *immediately* every time you press the key, press **[Exit]** and skip to step 9.

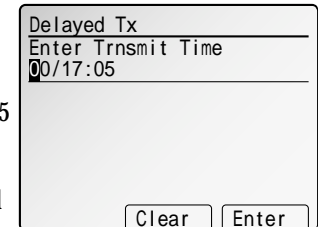
If you want to *delay* the broadcast, select **"Delayed Tx"** and press **[Enter]**.

- 7** Next, tell your fax to carry out this delayed command one of these ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.



Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.



- 8** Press **[Enter]**, **[Exit]**.

- 9** The machine will return to step 2.

Note: When the delayed transmission is programmed, the ☎ symbol will appear in the programmable one-touch number list on the LCD.

If you want to enter or change *another* key's programming, repeat steps 2-9. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

Programming regular polling

Note: You cannot program *continuous* polling into a programmable one-touch key. For more information on continuous polling, see page 3.35.

To program a regular polling operation into a programmable one-touch key:

- 1** Press **MENU**, **C**, [**Enter**].
The LCD shows the programmable one-touch number list.
- 2** Select the programmable one-touch number that you want to program or change.

C.Prog.One-Touch
Select p-one-touch. (79-84)

79:	
80:	
81:	
82:	
83:	

[Detail] [Erase] [Enter]

Note: If you're changing a previously stored command:
If your previous command for this key was a polling transmission and you want to keep this key programmed for a polling transmission, use these instructions to make changes.

If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3** Press [**Enter**].
- 4** Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length.
- 5** Press [**Enter**].
- 6** Select **"Polling"** and press [**Enter**].
- 7** If you want the polling to begin *immediately* every time you press the key, press [**Exit**] and skip to step 10.
If you want to *delay* the polling, select **"Delayed Tx"** and press [**Enter**].

79:
Enter fax number.

[-] [Clear] [Enter]

- 8** Next, tell your fax to carry out this delayed command one of these ways:

- Option 1:** Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.

Delayed Tx
Enter Transmit Time
30/17:05

[Clear] [Enter]

- Option 2:** Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.

Delayed Tx
Enter Transmit Time
00/17:05

[Clear] [Enter]

- 9** Press [**Enter**], [**Exit**].

- 10** The machine will return to step 2.

Note: When regular polling is programmed, the 📠 symbol will appear in the programmable one-touch number list on the LCD.

Note: When the delayed transmission is programmed, the ⌚ symbol will appear in the programmable one-touch number list on the LCD.

If you want to enter or change *another* key's programming, repeat steps 2-10. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

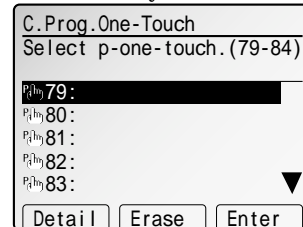
Programming a batch transmission

For this operation to work, two things must be true:

- The batch box you're using must exist on your fax machine.

To program a batch transmission into a programmable one-touch key:

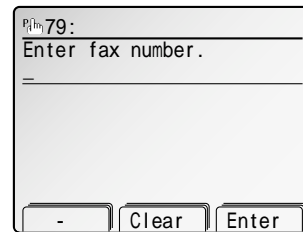
- 1 Press **MENU**, **c**, **[Enter]**.
The LCD shows the programmable one-touch number list.
- 2 Select the programmable one-touch number that you want to program or change.



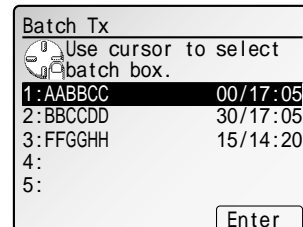
Note: If you're changing a previously stored command:
If your previous command for this key was a batch transmission and you want to keep this key programmed for a batch transmission, use these instructions to make changes.

If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3 Press **[Enter]**.
- 4 **Do not** enter any numbers and characters here.
- 5 Press **[Enter]**.



- 6 Select the batch box you want to assign to this programmable one-touch key.
- 7 Press **[Enter]**.
- 8 The machine will return to step 2.



Note: When the batch box transmission is programmed, the and symbol will appear in the programmable one-touch number list on the LCD.

If you want to enter or change *another* key's programming, repeat steps 2-8.
If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

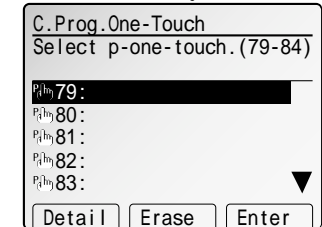
Programming an F-Code transmission

For this operation to work, two things must be true:

- You must know how the remote fax is using each F-Code box to which you're transmitting — for example, as a security box or a relay box. Different fax manufacturers may use slightly different terms, but the concepts are the same.
- You must know the remote fax's ITU-T sub-address and password for each box to which you want to transmit.

To program an F-Code transmission into a programmable one-touch key:

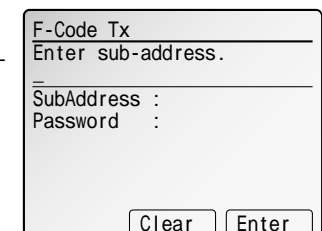
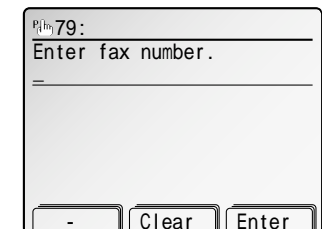
- 1 Press **MENU**, **c**, **[Enter]**.
The LCD shows the programmable one-touch number list.
- 2 Select the programmable one-touch number that you want to program or change.



Note: If you're changing a previously stored command:
If your previous command for this key was an F-Code transmission and you want to keep this key programmed for an F-Code transmission, use these instructions to make changes.

If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3 Press **[Enter]**.
- 4 Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length.
- 5 Press **[Enter]**.
- 6 Select **"F-Code Tx"** and press **[Enter]**.
- 7 Use the numeric keypad to enter the ITU-T sub-address for the box to which you want to send the document.
- 8 Press **[Enter]**.



- 9** Use the numeric keypad to enter the appropriate ITU-T password for the box.

Note: If there isn't a ITU-T password for this box, skip to step 10.

- 10** Press **[Enter]**.

- 11** If you want the F-Code transmission to begin *immediately* every time you press the key, press **[Exit]** and skip to step 14.

If you want to *delay* the F-Code transmission, select **"Delayed Tx"** and press **[Enter]**.

- 12** Next, tell your fax to carry out this delayed command one of these ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.


Delayed Tx
Enter Transmit Time
30/17:05
Clear Enter


Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.

Delayed Tx
Enter Transmit Time
00/17:05
Clear Enter

- 13** Press **[Enter]**, **[Exit]**.

- 14** The machine will return to step 2.

Note: When the F-Code transmission is programmed, the  symbol will appear in the programmable one-touch number list on the LCD.

Note: When the delayed transmission is programmed, the  symbol will appear in the programmable one-touch number list on the LCD.

If you want to enter or change *another* key's programming, repeat steps 2-14. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

F-Code Tx
Enter password.
SubAddress : 12345678
Password :
Clear Enter

Programming F-Code polling

For this operation to work, three things must be true:

- The document which you're polling must exist in the remote fax's F-Code box (ITU-T standard sub-addressing/password box).
- You must know the remote fax's ITU-T sub-address and password (if any) for each box you want to poll.

To program an F-Code polling operating into a programmable one-touch key:

- 1** Press **MENU, C, [Enter]**.
The LCD shows the programmable one-touch number list.
- 2** Select the programmable one-touch number that you want to program or change.

C.Prog.One-Touch
Select p-one-touch. (79-84)
P1/hy 79:
P1/hy 80:
P1/hy 81:
P1/hy 82:
P1/hy 83:
Detail Erase Enter

Note: If you're changing a previously stored command:
If your previous command for this key was an F-Code polling operation and you want to keep this key programmed for an F-Code polling operation, use these instructions to make changes.

If you want to assign this key to a completely different operation, overwrite a previously stored command to the new one.

- 3** Press **[Enter]**.
- 4** Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever codes your phone system requires. The number can be up to 40 characters in length.
- 5** Press **[Enter]**.
- 6** Select **"FCodePolling"** and press **[Enter]**.

P1/hy 79:
Enter fax number.
- Clear Enter

- 7** Use the numeric keypad to enter the ITU-T sub-address for the box to which you want to send the document.
- 8** Press **[Enter]**.

FCodePolling
Enter sub-address.
SubAddress :
Password :
Clear Enter

- 9** Use the numeric keypad to enter the appropriate ITU-T password for the box.

Note: If there isn't a ITU-T password for this box, skip to step 10.

- 10** Press **[Enter]**.

- 11** If you want the F-Code polling to begin *immediately* every time you press the key, press **[Exit]** and skip to step 14.

If you want to *delay* the F-Code polling, select "**Delayed Tx**" and press **[Enter]**.

- 12** Next, tell your fax to carry out this delayed command one of these ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month. (For example, "Do this at 5:05 PM on the 30th.") To select this option, use the numeric keypad to enter the date and time when the fax should perform the command.

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.") To select this option, use the numeric keypad to enter **0, 0** and then the time the fax should perform the command.

- 13** Press **[Enter]**, **[Exit]**.

- 14** The machine will return to step 2.

Note: When the F-Code transmission is programmed, the 📠 symbol will appear in the programmable one-touch number list on the LCD.

Note: When the delayed transmission is programmed, the ⌚ symbol will appear in the programmable one-touch number list on the LCD.

If you want to enter or change *another* key's programming, repeat steps 2-14. If you *do not* want to enter or change *any other* key's programming, press **RESET**. Your machine returns to standby mode.

Erasing a programmable one-touch key

- 1** Press **MENU**, **C**, **[Enter]**.

The LCD shows the programmable one-touch number list.

- 2** Select the programmable one-touch key which you want to erase.

Note: You can select the programmable one-touch key by pressing that key on the control panel.

Note: You can press **[Detail]** to see the number which has been programmed in that key.

- 3** Press **[Erase]**. The LCD shows:

Important: If you want to quit without erasing the one-touch number you've selected, press **[Cancel]**. The fax will return to step 2.

- 4** Press **[Erase]** to erase the programmable one-touch number.

To erase another programmable one-touch number, repeat steps 2-4. Or press **RESET** to return to standby mode.

Printing a list of your programmable one-touch keys

Your fax machine can print a list of the commands you've stored in your programmable one-touch keys.

The list includes:

- (1) each key's one-touch number
- (2) the fax/telephone number
- (3) when the command should start
- (4) which command you've selected
- (5) if applicable, the selected call group(s) or F-Code box(es) you've stored in the key
- (6) the individual settings for each key

To print a list of programmable one-touch keys, press **MENU**, **C**, **[List]**.

Fax dialing with programmable one-touch

To dial a fax call using a programmable one-touch number:

- 1** Set the document and select resolution and contrast you require.
- 2** Press the programmable one-touch key in which you've stored the fax communication command.

Your fax will perform the operation now, or at whatever time you programmed.

Note: To review the details of each operation, review the instructions for that operation. See page 3.59 for a list of each operation and where to find it.

Security features

Your machine has a number of security features to keep your private fax documents private, avoid unwanted outside communication and even protect against unauthorized use of your machine.

These security features include: (1) security reception, (2) PIN mask, (3) security transmission, (4) closed network, (5) block junk fax, and (6) department codes.

The passcode

Your machine has a *passcode protection* system which must be turned on in order to use the security features listed above.

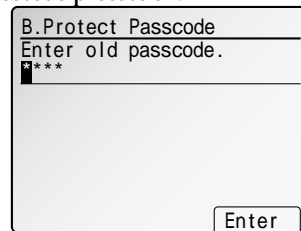
To set your machine's passcode:

- 1 Decide on the four-digit passcode (0001–9999) you want to use. *Write it down, and put it in a safe place.*

Important: Do *not* use 0000. This turns off passcode protection.

- 2 Press MENU, [Mach Set].

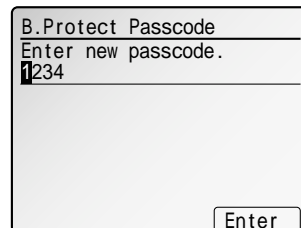
- 3 Select “B. Protect Passcode” and then press [Enter]. The LCD shows (see right):



- 4 If you are *creating* a passcode, use the numeric keypad to enter 0000.
If you are *changing* an *existing* passcode, enter the existing passcode.

- 5 Press [Enter].

- 6 Enter the new four-digit passcode.
For example, we've entered 1234:



- 7 Press [Enter] to save the passcode.

Note: Any time you want to turn off the passcode, change the passcode back to 0000 by repeating steps 2–7 and entering 0000 in step 6.

Security reception

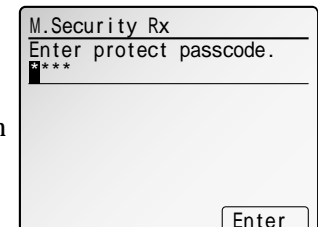
Security reception tells your machine to keep *all* received faxes in memory (but not print them). Then you can print them out later, at your convenience. For example, you could use this if you're concerned about workers reading documents intended for your eyes only.

Important: For this feature to work, you must have activated the *passcode protection* as described on left column. You must also *know* the passcode.

Note: In the following instructions, your machine's LCD shortens the word *Transmission* to *Tx* and the word *Receive* to *Rx*.

Activating security reception

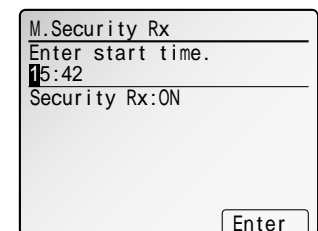
- 1 Press MENU, M, [Enter]. The LCD shows (see right):



- 2 Use the numeric keypad to enter the protection passcode. Here we've entered 1234:

- 3 Press [Enter].

- 4 Select “On”, then press [Enter].
The LCD shows the machine's current clock setting:



- 5 If you want security reception to begin *now* (and at this same time every day), skip to step 7.
Otherwise, go on to step 6.

- 6 Use the numeric keypad to enter the time (use a 24-hour format) when security reception should begin every day
“Type over” the numbers displayed.

To change a digit, move the cursor to that digit, then enter the correct digit.

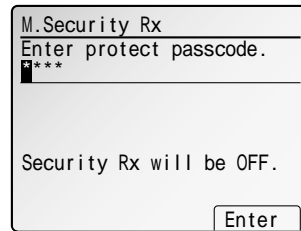
- 7 Press [Enter] to save the setting.

Printing from security reception / Turning off security reception

When security reception is on, an incoming fax goes directly into your machine's memory and the **MEMORY RECEIVE** light comes on. But the fax has not been printed.

To retrieve the faxes received during this security reception (and to return your machine to normal reception until the next time):

- 1** Press **MENU, M, [PrintDoc]**.
The LCD shows (see right):
- 2** Use the numeric keypad to enter the passcode.
- 3** Press **[Enter]**.
 - If you've entered the correct passcode, your fax machine will print all documents in its memory and then erase them. Then it will turn security reception off until the next time you've scheduled security reception.
 - If you've entered an incorrect code, your fax machine will refuse to print, and security reception remains on.



Masking the PIN

To prevent unauthorized long-distance calls, some office telephone systems require you to enter a *personal identification number (PIN)* whenever you dial long distance.

Your fax's *PIN mask feature* helps you keep that PIN number private. With the PIN mask activated, you can dial a fax number plus a PIN, but the PIN will not appear in a journal, error message printout, delayed command list or a TCR. The PIN may be up to eight characters in length. It also can include the * or # symbols, and it can be entered from the numeric keypad.

There are three possible settings for the PIN mask:

- *Off* — Turns off the PIN mask feature. Any PIN you enter will appear on any display or printout which shows the number you dial.
- *Mode 1* — Each *remote fax unit* has a departmental PIN access code.
- *Mode 2* — Each *fax user* has a departmental PIN access code.

Note: If you select Mode 1 and you will use a one-touch or speed-dial number, you must store the remote unit's PIN access code within that number. However, if you select Mode 2, this isn't necessary. (See "Autodialing while using the PIN mask," next page for further details.)

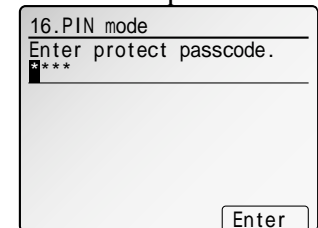
Note: If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 3.26–3.28), you must store the PIN access code for the remote unit within the appropriate batch box.

Activating the PIN mask

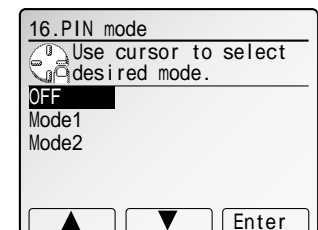
Important: For this feature to work, you must have activated the *passcode protection* as described on page 3.61. You must also *know* the passcode.

- 1** Press **MENU, J, 1, 6, [Enter]**.
The LCD shows (see right):
- 2** Use the numeric keypad to enter the four-digit passcode.

Note: If you enter an invalid passcode, the machine's security feature rejects the attempt and returns to standby mode.



- 3** Press **[Enter]**.
- 4** Select desired mode.
- 5** Press **[Enter]**.
- 6** Press **RESET** to return to standby mode.



Autodialing while using the PIN mask

Note: The following instructions presume you understand how to set and use your machine's autodialer. If you need to review, see pages 3.11–3.23.

If you chose “Mode 1” — the PIN goes in

In Mode 1, before autodialing a number for the first time, you must add the PIN to the stored one-touch key or speed-dial number. Here's how:

- 1** Begin by creating or changing an entry in the autodialer. (See pages 3.11–3.23, if necessary.) While you're setting this up, the machine asks you to enter the PIN. The LCD shows:
- 2** Select “PIN” and press **[Enter]**.
- 3** Use the numeric keypad to enter the four-digit passcode.
- 4** Press **[Enter]**.
- 5** Use the numeric keypad to enter the desired PIN, up to eight characters in length.
- 6** Press **[Enter]** to save the PIN.

Note: If you press **[Enter]** without entering the PIN, the machine beeps, indicates “Invalid Number” on the LCD and then returns to step 5.

Now you may autodial the number as usual.

Important: While in PIN Mode 1, *any* autodialer numbers you use must include the PIN. This also applies to autodialer numbers used with batch transmission (see pages 3.26–3.28) or programmable one-touch keys (see pages 3.54–3.60).

Note: If you select either Mode 1 or Mode 2 and will be using batch transmission, you must store the PIN access code for the remote unit within the appropriate batch box. (See “Performing batch transmission while using the PIN mask,” page 3.64.)

If you chose “Mode 2” — as you autodial, load the code

In this mode, you *don't* have to add the PIN to the autodialer setting. Instead, you enter the PIN manually each time you autodial:

- 1** Dial the number as you normally would, using the autodialer.
- 2** Use the numeric keypad to enter the PIN.
- 3** Press **[Enter]**.
Your machine dials the number.

Note: If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 3.26–3.28), you must store the PIN access code for the remote unit within the appropriate batch box. (See “Performing batch transmission while using the PIN mask,” page 3.64.)

Dialing from the numeric keypad while using the PIN mask

If you've specified Mode 1 — use “star” power

- 1** Enter the phone number, then press the * (“star”) key and enter the PIN.
The PIN always goes last.
For example, to dial 19725550911 with a PIN of “12345678”, enter 19725550911*12345678:
- 2** Press **START**. The PIN disappears from the display, and your machine dials the desired phone number.

If you've specified Mode 2 — the machine guides you

- 1** Enter the phone number as usual.
- 2** Press **START**. The LCD shows:
- 3** Use the numeric keypad to enter the PIN.
- 4** Press **[Enter]**.
Your machine dials the number.

Performing batch transmission while using the PIN mask

Note: The following instructions presume you are familiar with how to set and use both your machine's autodialer and its batch transmission feature. If you need to review, see pages 3.11–3.23 for more on the autodialer and/or pages 3.26–3.28 for more on batch transmission.

If you've specified Mode 1 or Mode 2

Important: Any autodialer number you use with batch transmission *must* include the PIN. (To review how to include this information in an autodialer number, review the Mode 1 instructions under "Autodialing while using the PIN mask," page 3.63.)

Before sending a batch transmission the first time, you must store the PIN within its batch box. Here's how:

- 1** Follow the steps for creating or modifying a batch box (page 3.26).
The LCD asks for the fax number (here, we're working with batch box 1):
- 2** Enter an autodialer number, or use the numeric keypad to enter the fax number, to which the batch transmission should go.

Important: If you're entering a number from the numeric keypad, enter the fax number, followed by the * ("star") key and then the PIN.

- 3** Press **[Enter]** to save the setting.

Note: If you press **[Enter]** without entering the PIN, the fax machine beeps, indicates "No PIN Number" on the LCD and then returns you to step 2.

- 4** Continue with the steps for creating or modifying a batch box (page 3.26).

Now you can perform batch transmission to this box while the PIN mask is activated.

Setting security transmission

Your fax's *security transmission* feature provides extra assurance that your documents go where you're sending them. When this feature is activated and your machine sends a fax, the machine compares the last four digits of the dialed number to the other unit's Subscriber ID (the phone number at the top of that unit's transmissions). If these digits match, your call goes through. If they don't, your machine disconnects the call and prints an error message telling you to check the condition of the remote unit.

Before you activate this feature, consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — Indeed, some machines don't even *have* a Subscriber ID. So, with security transmission activated, your machine would disconnect its calls to such machines.
- *Access codes can cause confusion.* — If an autodialer entry ends with a long-distance or other access codes, activating this feature prevents calls to that fax.

Note: In the following instructions, your fax's LCD abbreviates *Transmission* as *Tx*.

- 1** Press MENU, **J**, **1**, **0**, **[Enter]**.
- 2** Select desired setting.
- 3** Press **[Enter]** to save the setting.

Setting for use with a closed network

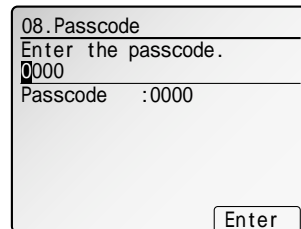
For maximum communications security, use a *closed network*. This limits your machine to only communicating with other Muratec fax machines which can “present” the proper passcode.

Important: The passcode you use for closed network operation is **not** the same as the protection passcode.

Once your machine is set up for a closed network, your machine will disconnect calls coming in from fax machines other than Muratec fax machines.

To set your fax machine's closed network password:

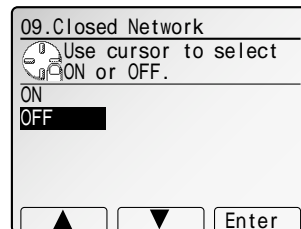
- 1** Decide on the four-digit closed network passcode (0001–9999) you want to use. **Write it down**, and *put it in a safe place*.
- 2** Press MENU, J, 0, 8, [Enter].
The LCD shows the current code:
- 3** Use the numeric keypad to enter the desired four-digit *closed network passcode*.
- 4** Press [Enter] to save the setting.



Note: To turn off the closed network passcode and return to normal fax reception, change the code to 0000 by repeating steps 1–4 and entering 0000 in step 3.

To set your fax machine to operate in a closed network:

- 1** Press MENU, J, 0, 9, [Enter].
The LCD shows your fax's current setting:
- 2** Select desired mode.
- 3** Press [Enter] to save the setting.



Setting Block Junk Fax

Your fax machine's *Block Junk Fax* feature lets you bar the gates against unauthorized incoming faxes (“junk fax”). But before you block junk fax, first understand *how* this feature works, to determine if it's right for you. There are four possible settings for Block Junk Fax:

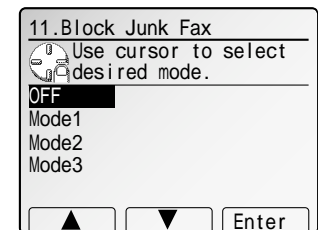
- *Off* — The feature isn't activated.
- *Mode1* — Your fax machine checks whether the last four digits of any phone number in your autodialer matches the last four digits of the remote fax's subscriber ID (the phone number part of the TTI). If it doesn't find a match, your machine disconnects the call.
- *Mode2* — This mode rejects any call from a number whose last eight digits match any number in the *blocked numbers list* (explained later). Your machine can hold up to 30 blocked numbers.
- *Mode3* — This rejects numbers that are *not* in the autodialer and also rejects numbers that *are* in the blocked numbers list. This lets you keep a number on your autodialer for transmission to it, while still blocking its incoming calls by putting it in the blocked numbers list.

But before you activate the Block Junk Fax feature, please consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — With Block Junk Fax activated, your machine would reject faxes from these machines.
- *Access codes can cause confusion.* — If an autodialer entry ends with extra codes, such as long-distance codes, Block Junk Fax will block out calls from those faxes.

To set Block Junk Fax:

- 1** Press MENU, J, 1, 1, [Enter].
The LCD shows your fax's current setting:
- 2** Select desired mode.
- 3** Press [Enter] to save the setting.
What you do next depends on what you selected in step 2:
 - If you selected *Off* or *Mode1*, press **RESET** to return to standby mode.
 - If you selected either *Mode2* or *Mode3*, go on to step 4.



4 The LCD now shows blocked numbers list.

If you want to enter or erase a number, go on to step 5.

Otherwise, press **[Enter]** and skip to step 7.

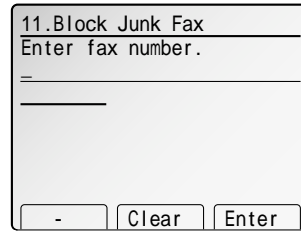
5 Use the numeric keypad to enter *the last eight characters* of a fax number you want to block.

For example, if you want to block a fax from someone with a Subscriber ID of 972-555-3038, you should enter **5, 5, 5, [-], 3, 0, 3, 8**.

If you want to erase an existing entry in the blocked numbers list, press **▲** or **▼** of the cursor key to select the number then press **[Clear]**.

6 Press **[Enter]** to save the setting.

7 Press **RESET** to return to the standby mode.

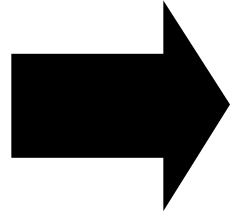


Printing a list of blocked numbers list

To print a list of blocked numbers list, press **MENU, J, 1, 1, [List]**.

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Changing the default fax settings



Settings for transmission	3.69
Settings for reception	3.72
Settings for dialing	3.75
Settings for operation	3.76

Settings for transmission

Scan settings

Default setting: Primary resolution: Normal, Primary contrast: Normal

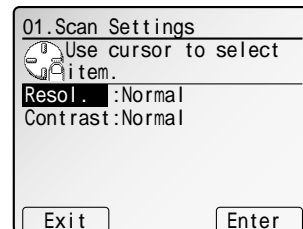
Four different settings tell your machine how to scan documents. The initial factory settings are probably right for most applications, so try using them before changing any of these settings:

- **Primary resolution mode** — Sets the resolution for your documents. Choose either normal, fine, superfine (“S-Fine” on the LCD) or grayscale mode (“Gray”).
- **Primary contrast mode** — Sets how light or dark you want faxed documents to be when they arrive at their destination.

Note: The primary settings you choose effect your fax activity only.

To set these modes:

- 1 Press MENU, J, 0, 1, [Enter].
- 2 To set the primary resolution mode, select “Resol.” then press [Enter].
- 3 Select desired resolution mode, then press [Enter].
- 4 To set the primary contrast mode, select “Contrast” then press [Enter].
- 5 Select desired contrast mode using a cursor key, then press [Enter].
- 6 Press [Exit] to exit this setting mode.
- 7 Press RESET to return to the standby mode.



By following the steps above, you've set your *defaults* for scanning. Before sending documents, you can “override” these default scan settings *for that transmission*.

To *override* the default resolution and contrast settings before sending a document:

- Press RESOLUTION to change the resolution.
- Press CONTRAST to change the contrast.

Once your document is transmitted, your machine returns to its default settings.

Setting ECM

Default setting: ON.

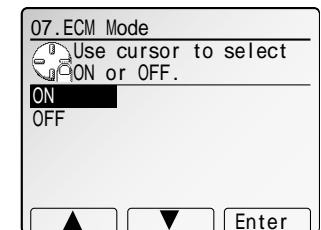
“Line noise,” or static on the line during a call, can easily disrupt the flow of data from one fax machine to another.

That's why your fax machine gives you the option of using the *Error Correction Mode (ECM)*. When two fax machines communicate while running in ECM, the sending machine automatically *checks* the data as it sends. If the receiving fax machine can't verify the transmission, the first machine will re-send it as necessary.

Note: ECM gives you a better chance of transmitting a fax document over a bad phone line, but it could also slow down the transmission time. And the worse the line is, the slower the transmission. That's why the machine lets you turn ECM on or off as needed.

Note: Not all fax machines have ECM. If you've activated ECM and then transmit to a fax machine not currently using ECM, there will be no change in the fax transmission from a usual, non-ECM transmission.

- 1 Press MENU, J, 0, 7, [Enter].
The LCD shows the current ECM setting:
- 2 Select “On” or “Off” using the cursor key.
- 3 Press [Enter] to save the setting.
- 4 Press RESET to return to the standby mode.



Memory transmission

Default setting: *ON*.

Your fax machine has a great memory! Take advantage of it, and you could:

Save Time. By using your fax machine's memory, you won't have to wait for your machine while it completes the transmission. Simply scan your document into your fax machine's memory, and you can walk away with your original in hand.

Save Money. If you're transmitting to another memory-equipped fax machine, your machine will send the document directly into the other machine's memory and hang up. (The receiving machine then prints out your message from its memory after the call has ended.) This cuts your actual on-line time to a minimum.

Save Even More Money. Set up a delayed command (see page 3.25) to send your document after hours, and you can save more money, because the line charges will be cheaper.

The default transmission mode when the machine is turned on or when modes are cleared is memory transmission. You can change this setting, see below.

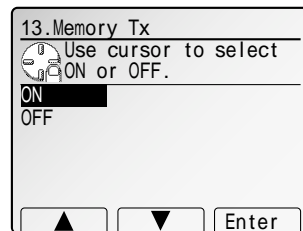
Note: Whether you decide to send your documents from memory or manually, you can override that choice one transmission at a time by pressing **MEMORY TRANSMIT** before you send your document. After completing the communication, your fax will return to the *default* setting.

Note: Some documents use up memory more quickly than others. They include documents with many pages and those with many dark areas. *When the machine's memory is full, it can transmit only through the document feeder.*

Note: When you use the flatbed scanner, the machine always uses memory transmission.

To change the default setting of memory transmission:

- 1** Press MENU, J, 1, 3, [Enter].
- 2** Select desired setting using the cursor key.
- 3** Press [Enter] to save the setting.



If the **MEMORY TRANSMIT** light glows, memory transmission is *on*.

If the **MEMORY TRANSMIT** light doesn't glow, memory transmission is *off*.

Quick Memory transmission

Default setting: *ON*.

Using Quick Memory transmission can save you time over standard memory transmissions.

For a *normal memory transmission*, your fax: **(1)** scans your entire document into memory, **(2)** dials the other fax machine, then **(3)** transmits the document.

But with *Quick Memory transmission*, your machine doesn't wait to scan all pages into memory before dialing. After it scans the first page of your document, your machine dials the call. While dialing, connecting and transmitting, your fax machine continues to scan in the remaining pages of the document.

You can set your fax to always use Quick Memory transmission as the default.

Important: Your fax machine's memory transmission feature must be turned on to use Quick Memory transmission (see left column).

To make Quick Memory transmission the default:

- 1** Press MENU, J, 1, 8, [Enter]. The LCD shows:
- 2** Select "On" using the cursor key.
- 3** Press [Enter] to save the setting.

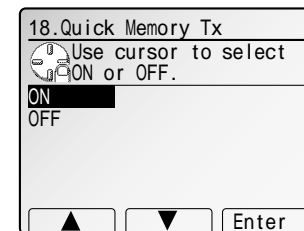
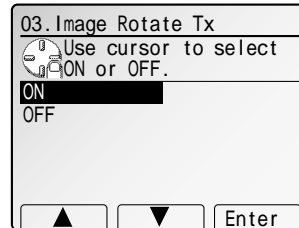


Image rotate transmission

Default setting: *ON*.

When this feature is activated, if you set letter-sized document in the sideways direction(□), the image will be sent rotated by 90°.

- 1** Press **MENU**, **J**, **0**, **3**, **[Enter]**.
- 2** Choose desired setting you want using the cursor key. Then press **[Enter]**.
- 3** Press **RESET** to return to the standby mode.



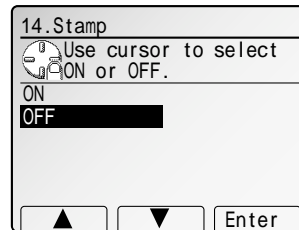
Setting the confirmation stamp

Default setting: *OFF*.

You can set your fax machine so that it will automatically place a small blue ink *stamp* mark on the front of each *original* document that it successfully scans.

Important: Turn off this feature if you're sending documents you don't want the fax to stamp.

- 1** Press **MENU**, **J**, **1**, **4**, **[Enter]**.
The LCD shows your fax's current setting:
- 2** Select "On" or "Off" using the cursor key.
- 3** Press **[Enter]** to save the setting.
- 4** Press **RESET** to return to the standby mode.



Settings for reception

Print settings

You can set three parameters for printing received fax messages:

- Print reduction rate
- Reduction margin
- Paper save function

You set all three in the same procedure, discussed on next page. Following is a explanation for each:

Print reduction rate

Print reduction lets you set the machine to reduce large incoming documents to a size that fits the paper in your machine. (This setting doesn't affect copies you may make with your machine.)

Below are the options for both the print reduction and copy reduction settings:

Setting	What it does
Auto	Automatically reduces printouts at variable rates down to a minimum of 50%. Tries to reduce printout to fit on one sheet of your selected paper size. If it can't, print the image at 100% size on two or more pages.
100%	Does not reduce document. (Due to the sender's TTI, this may print two pages when receiving a one-page fax document. See 97%, below.)
97%	Reduces an original so that the final printout of a one-page document (<i>if the original isn't larger than the paper in your machine</i>) will only be one page long, even with the TTI.
91%	Reduces documents slightly more.
81%	Reduces documents even more. Helpful for some international stationery sizes, as well as special applications.
75%	Turns <i>legal-sized</i> originals into <i>letter-sized</i> printed copies.

Reduction margin

Your fax machine's *reduction margin* is measured in millimeters (mm). We'll define *reduction margin* by explaining how it's used:

When a fax message enters your machine's electronic brain, the machine measures the message's length and compares it to **(a)** the length of your selected paper **plus (b)** the reduction margin you set. If the length of the incoming message is shorter than **(a)** and **(b)** put together, your machine prints the message on just one sheet. If it's longer, your machine prints the message on more than one sheet.

Note: An *Auto* reduction setting and a reduction margin setting of *40mm* will print most incoming faxes as single pages. Try this combination first and then, only if you have problems with it, select different settings.

Paper save function

There are two methods of paper save function, *Half-page reception* and *duplex reception*.

Half-page reception

Half-page reception can conserve paper if some of the faxes you receive are half-page, "memo-sized" messages. When activated, this feature tells the machine to combine two of these half-page receptions onto a single sheet. Half-page reception only combines half-page messages sent back-to-back *during the same transmission*. It won't combine two half-page faxes from separate transmissions.

Duplex reception (Optional duplex unit is required.)

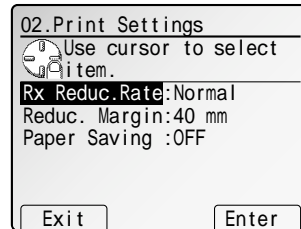
With the optional duplex unit installed, received fax message can be printed on both sides of the recording paper.

Note: This feature works only when all the pages of received documents have the same width.

Adjusting the print settings

Default setting: Rx reduction rate: Normal, Reduction margin: 40 mm, Paper saving: OFF.

- 1 Press MENU, J, 0, 2, [Enter].
- 2 Select item you want to set using the cursor key. Then press [Enter].
- 3 Select desired item and then press [Enter].
- 4 If you want to change other items, repeat step 2-3.
- 5 When you finish, press [Exit].
- 6 Press RESET to return to the standby mode.

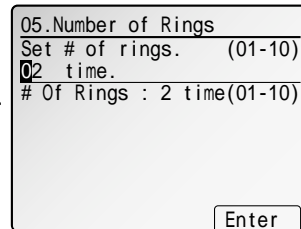


Setting the number of rings

Default setting: 2 time.

You can set how many times your fax machine will ring before answering a call. Choose from 1 to 10 rings.

- 1 Press MENU, J, 0, 5, [Enter]. The LCD shows:
- 2 Use the numeric keypad to enter the number of rings you want, from 01 to 10.
Note: If you enter 00 (zero), the machine will beep briefly to warn you that it can't accept that setting.
- 3 Press [Enter] to save the setting.
- 4 Press RESET to return to the standby mode.



Setting ECM

Default setting: ON.

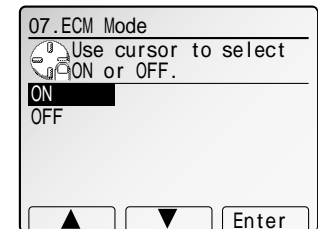
"Line noise," or static on the line during a call, can easily disrupt the flow of data from one fax machine to another.

That's why your fax machine gives you the option of using *Error Correction Mode (ECM)*. When two fax machines communicate while running in ECM, the sending machine automatically *checks* the data as it sends. If the receiving fax machine can't verify the transmission, the first machine will re-send it as necessary.

Note: ECM gives you a better chance of transmitting a fax document over a bad phone line, but it could also slow down the transmission time. And the worse the line is, the slower the transmission. That's why the machine lets you turn ECM on or off as needed.

Note: Not all fax machines have ECM. If you've activated ECM and then transmit to a fax machine not currently using ECM, there will be no change in the fax transmission from a usual, non-ECM transmission.

- 1 Press MENU, J, 0, 7, [Enter].
The LCD shows the current ECM setting:
- 2 Select "On" or "Off" using the cursor key.
- 3 Press [Enter] to save the setting.
- 4 Press RESET to return to the standby mode.

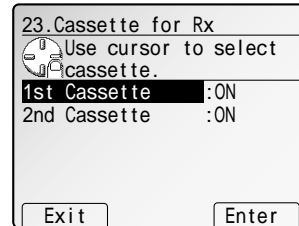


Cassette for fax reception

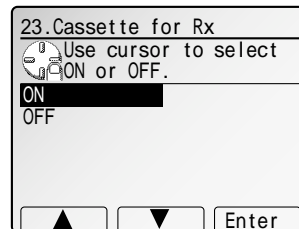
Default setting: 1st cassette: ON, 2nd cassette: ON

If you do *not* want to use certain cassette for fax reception, set it to OFF.

- 1** Press MENU, J, **2**, **3**, [Enter].
- 2** Select the cassette you want to set using the cursor key and then press [Enter].



- 3** Select "ON" or "OFF" using the cursor key.
- 4** Press [Enter] to save the setting.
- 5** If you want to set other cassette, repeat step 2-4.



To finish, press [Exit].
Press RESET to return to the standby mode.

Settings for dialing

Changing the dialing pause length

Default setting: 2 sec.

The pause is set by the factory to last two seconds, but you can set it to last as long as ten seconds if necessary. To change the pause length:

- 1** Press MENU, J, 0, 4, [Enter].
- 2** Use the numeric keypad to enter the length you want for the dialing pause.
Note: The length setting requires two digits. Always enter a leading zero for lengths less than 10 seconds.
- 3** Press ENTER to save the setting.

04.Dialing Pause
Set dialing pause. (02-10)
02 sec.
PauseTime: 2 sec. (02-10)
Enter

Changing redial settings

Default setting: Number of redial: 2 times, Redial interval: 1 minute.

It's up to you how many times the fax redials a number and how long it waits between redials (that length of time between calls is the *redial interval*).

To program the redial settings:

- 1** Press MENU, J, 0, 6, [Enter].
- 2** Use the numeric keypad to enter the number of redials you want. Choose from 2 to 15 redials.
Note: Enter a leading zero when entering a quantity less than 10.
- 3** Press [Enter] to save the setting.
- 4** Use the numeric keypad to enter the length you want between redial attempts. Choose from 1 to 5 minutes.
- 5** Press [Enter] to save the setting.
- 6** Press RESET to return to standby mode.

06.Number of Redials
Set # of redials. (02-15)
02 time.
Time : 2 time.(02-15)
Interval : 1 min. (1-5)
Enter

06.Number of Redials
Set redial interval. (1-5)
1 min.
Time : 2 time (02-15)
Interval : 1 min. (1-5)
Enter

Settings for operation

Adjust the monitor speaker's volume

Default setting: Medium.

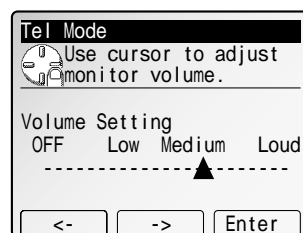
You can set the volume of the monitor speaker, assuring that on-hook dialing will be as loud (or as soft) as you require.

- 1 Press **MONITOR/CALL** on the control panel. You now should hear a dial tone.

Important: If you don't hear a dial tone, make sure your fax machine is plugged into a working phone line.

- 2 If the volume you hear is satisfactory, skip to step 4. Otherwise, proceed to step 3.

- 3 Adjust the volume as you wish:
To turn the volume up, press **►**.
To turn the volume down, press **◄**.
The LCD indicates the volume.



- 4 Press **MONITOR/CALL** again to hang up.

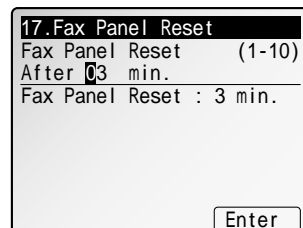
Panel auto reset time

Note: Default: After three minutes

The machine returns to its initial condition automatically after a certain period of time. You can change this time from 1 to 10 minutes.

Note: The machine first resets the LCD display, and after certain period of time it resets the key settings to the initial condition.

- 1 Press **MENU, J, 1, 7, [Enter]**.
- 2 Enter the time to auto resetting, and then press **[Enter]** to save the setting.
- 3 Press **RESET** to return to standby.



Printing your fax settings

After you've programmed settings into your machine, print a *fax settings list*. We recommend this, particularly if you're sharing the machine with other users, who might change the settings.

With this list, you can quickly confirm that all of your settings are correct, without having to go back and check them on the machine. Or, if you *do* need to undo someone else's changes, this list guides you in returning the machine to your preferred settings.

Note: Please refer to the index at the end of these instructions to locate any settings you don't recognize or understand.

To print the settings list:

- 1 If the machine is in Fax mode, proceed to step 2. If it is in Copy mode, press **FAX** to change to Fax mode.
- 2 Press **MENU, J, [List]**.

Printing a program list

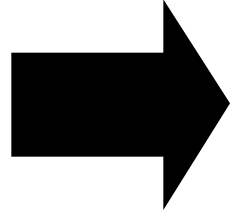
Your machine can also print a *program list*. This lists the functions available on your fax machine and the keystrokes needed to complete them.

Note: Please refer to the index at the end of these instructions to locate any settings you don't recognize or understand.

To print a program list, press **MENU, *, 8**.

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Common settings



Soft Keys	4.1
Macros	4.3
Machine settings	4.6

Soft Keys

Soft Keys are shortcut keys. You can program the soft keys on the control panel to turn on or off any function with just the touch of a button. Your machine has four Soft Keys. If the light above any one of these keys glows, that means the setting programmed into that key is active.

These keys are programmed at the factory to turn the following functions on or off:

- Confirmation stamp* (see page 3.71)
- Confirmation report* (see pages 3.40–3.41)
- Monitor/Call* (see page 3.5)
- Memory transmission* (see pages 3.3 and 3.70)

But instead of using the Soft Keys to control the functions above, you can program them to turn other functions on or off. These functions are:

- TTI Tx*— Normally, when you send the fax message, your TTI will be printed at the top of document you send. If you programmed TTI Tx into a Soft Key, you can disable to send your TTI by simply pressing that Soft Key.
- Cover page* (see page 3.38)
- Flash* — Lets you quickly disconnect a call and go right to the next one without having to hang up the handset.
- Security reception (see pages 3.61–3.62)
- Auto reception (see page 3.7)
- Fax Forwarding (see pages 3.36–3.37)
- Combine (see page 2.10)
- Repeat (see page 2.11)
- Series copy (see page 2.13)
- Erase Center (see page 2.13)
- Erase Border (see page 2.14)
- TopUp Copy (see page 2.14)
- Binding Margin (see page 2.15)
- Directional Magnification (see page 2.15)
- Nega/Posi (see page 2.16)
- Last Job (see page 2.17)
- Mixed length copy (see page 2.18)

- Enhanced copy (DocEnhance) — Makes only the light areas, such as the text written with pencil, darken selectively.
- Duplex (see page 2.19)
- Booklet (see page 2.23)

* When you change the setting by using the Soft Key, it will be available only for the next transmission. Once that transmission is complete, your machine returns to its default setting.

Setting the Soft Key

1 Press MENU, [Mach Set].

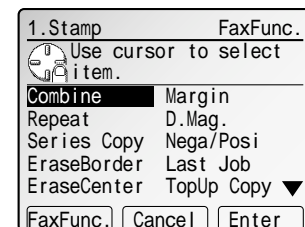
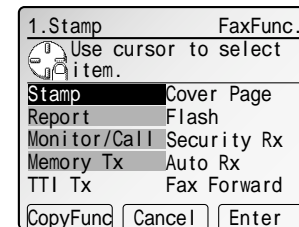
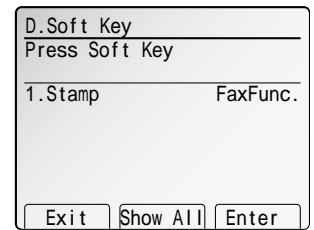
2 Select “D.Soft Key” using the cursor key, and then press [Enter].

The LCD shows the function name currently stored in the Soft key 1.

Note: If you want to see the all four functions currently stored in the soft keys, press [ShowAll]. However, when you register the other function in the Soft Key, you should press [ShowAll] again to select the Soft Key.

3 Press desired Soft Key (1–4) on the control panel you want to change. Then press [Enter].

Note: On the LCD, the shaded functions are currently assigned to the Soft keys.



Common settings

- 4** Select the function you want to assign to the Soft Key using the cursor key. Press **[CopyFunc]** or **[FaxFunc.]** to see other functions, If you need.
Note: “**Booklet**” will appears only when the optional duplex unit is attached.
- 5** Press **[Enter]**.
- 6** If you want to set another Soft Key, go back to step 3.
If you *do not* want to set any more Soft Keys, press **[Exit]** or **RESET** to finish.

Now you can use the labels included in your machine's original packaging to label the Soft Key function you just set.

Macros

In order to complete some operations on your machine, you may have to follow several steps and press several different buttons. But programming your machine's *Macro keys* (**M1** – **M6**) can reduce those many steps to a simple press of a key. You can “teach” the Macro keys to carry out any of the following jobs:

Note: One Macro key can hold only one job. It cannot combine two or more jobs.

Copy:

- All Copy settings (see “Copy Features”).

Printouts:

- One-touch numbers list (see page 3.16)
- Speed-dial numbers list (see page 3.20)
- Programmable one-touch numbers list (see page 3.59)
- Delayed commands list (see page 3.30)
- Activity journal (see page 3.40)
- Call group directory (see page 3.23)
- Machine settings list (see page 4.10)
- Sample cover page (see page 3.38)
- Department code list for fax (see page 4.15)
- Department code list for copy (see pages 4.15–4.16)
- Batch box list (see page 3.27)
- List of stored batch documents (see page 3.28)
- List of transfer pattern for Fax forwarding (see page 3.36)
- List of F-Code boxes (see page 3.49)
- List of documents stored in F-Code boxes (see page 3.49)
- Regular polling documents (see page 3.36)
- Delayed commands documents (see page 3.30)
- Security receive documents (see page 3.62)
- Batch transmission documents (see page 3.28)
- F-Code Box (bulletin box) documents (see page 3.50)

Document storage:

- Regular polling documents (see page 3.35)
- F-Code Box (bulletin box) documents (see page 3.50)

Communications functions:

- Delayed transmission (see page 3.25)
- Regular polling (see pages 3.34–3.35)
- Continuous polling (see page 3.35)
- Batch transmission (see page 3.27)
- F-Code transmission (see page 3.52)
- F-Code polling (see pages 3.52–3.53)

Programming the Macro key

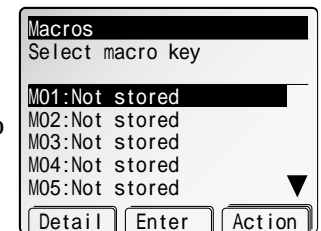
- 1 Press **MACRO PROGRAM**. The LCD shows Macro key list.

Note: The LCD can show the Macro name up to 19 characters. If you want to view the Macro name longer than 19 characters, press **[Detail]** after program it.

- 2 Select the Macro key (**M1** – **M6**) you want to program or change.

If you want to overwrite only the Macro name, press **NEXT** twice, **[Chg.Titl]** and then go to step 9.

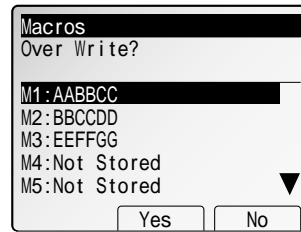
- 3 Press **[Enter]**.
If you chose the Macro key already programmed, proceed to step 4. Otherwise, skip to step 5.



4 The LCD shows:

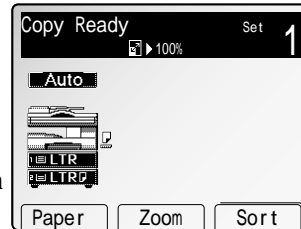
If you want to overwrite the operation already programmed, press **[Yes]**.

If you *do not* want to overwrite the key you have chosen, press **[No]** and go back to step 2.



5 The LCD of copy standby mode appears, which means the machine is ready to register the steps into the Macro key.

Note: It keeps beeping and blinking the **COPY** or **FAX** key during the job registration in order to make notice of the registration mode.



6 Press the keys exactly as you operate the job you want to program into the Macro key.

Note: If you want to program the fax function, first press **FAX**. Or, if you want to program the copier function, first press **COPY**.

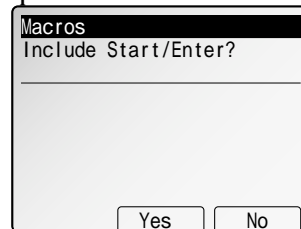
Note: You can program up to 60 steps. When it comes over 60 steps, your fax machine asks if you register the operations you have entered. If you want to register them, press **[Yes]**. If not, press **[No]**.

Note: If you want to cancel the operations you have set, press **RESET** and then go back to step 1.

7 If you programmed **Start** or **[Enter]** into the operation, proceed to step 8. Otherwise, press **MACRO PROGRAM** and skip to step 9.

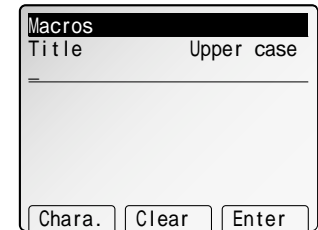
8 If you want to start immediately after pressing the Macro key when you use it, press **[Yes]**. If not, press **[No]**.

Note: If you want to confirm the settings or operations in the Macro key before the machine do it, press **[No]** here.



9 The machine now asks you to name this job. Enter the name of this job. A job's name may be up to 130 characters in length.

If you *do not* want to enter or change this job's name, skip to step 10.

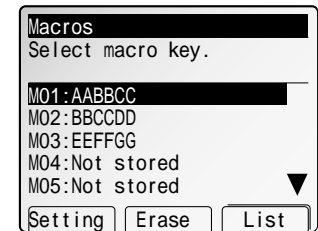


10 Press **[Enter]** to save the setting. The machine will return to standby mode. To program or modify another job, repeat steps 1–10.

Erasing a Macro key

1 Press **MACRO PROGRAM, NEXT**.

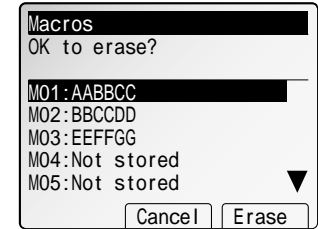
2 Select the Macro key (**M1 – M6**) you want to erase.



3 Press **[Erase]**. The LCD shows:

Note: If you want to quit without erasing the Macro key you've selected, press **[Cancel]**. The fax will return to step 2.

4 Press **[Erase]** again to erase the job.



To erase another Macro key, repeat steps 2–4. Or press **RESET** to return to standby mode.

Printing a list of your Macro keys

Your fax machine can print a list of the commands you've stored in your Macro keys.

The list includes:

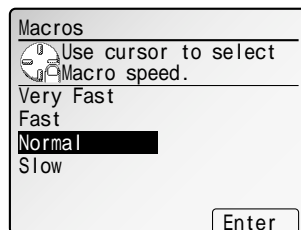
- (1) each key's Macro key number
- (2) the name of the job stored in the Macro key

To print a list of Macro keys, press **MACRO PROGRAM, NEXT, [List]**.

Setting the speed for Macros

You can adjust the speed of one step in the Macro key.

- 1 Press **MACRO PROGRAM**, **NEXT**, **[Setting]**.
- 2 Select desired speed for Macros using the cursor key.
- 3 Press **[Enter]** to save the setting.



Copying or fax dialing with the Macro key

To copy or dial a fax call using a Macro key:

- 1 Insert the document.
- 2 Select resolution and contrast.
- 3 Press the Macro key in which you've stored the command.
Note: You can also select the command from the Macro key list:
Press **MACRO PROGRAM**. Select the command using the cursor key.
Then press **[Action]**.
- 4 Press **START**, if you have not registered **START** in the Macro key.
- 5 The programmed command will start.

Machine settings

Accessing the machine setting mode

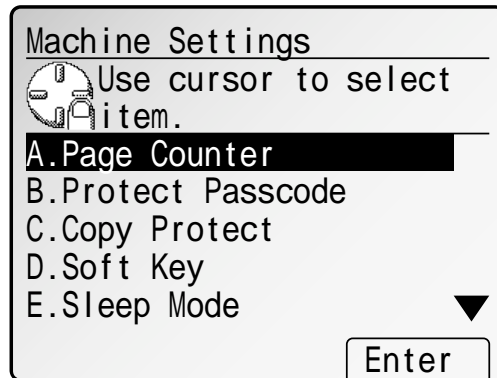
You can change or set the default of your machine settings.

Note: Regarding the changing of the copy settings, see pages 2.25–2.30.

Note: Regarding the changing of the fax settings, see pages 3.69–3.76.

To access the machine settings:

- 1 Press MENU.
- 2 Press [Mach Set].



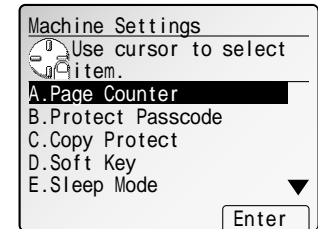
- 3 Select the desired settings using the cursor key, and then press [Enter].
- 4 Change the settings as you want.
- 5 Then, press [Exit].

A. Confirm the Counter for total printed pages

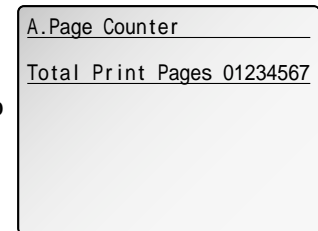
You can confirm the total number of pages you have printed.

Note: It can be different from the number on the optional page counter.

- 1 Press MENU, [Mach Set].
- 2 Select “A. Page Counter” using the cursor key. Then press [Enter].



- 3 The LCD shows the total number of pages.
Note: Pressing RESET, the machine returns to standby mode.



B. Protect passcode

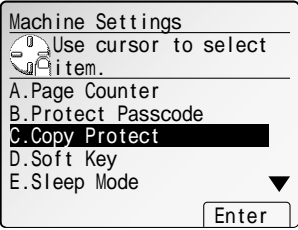
When you use the security reception or the department code protect, you need to set the protect passcode in the machine setting. Regarding the setting of the protect passcode, see “The passcode” on page 3.61.

C. Copy protect

You can set your machine to not use the copy functions. When you set the copy protect to ON, the machine will not change to the copy mode even if you press **COPY**.

Note: If it is set to ON, the Fax & Copy feature (see page 3.34) and the setting of the paper size are also not available.

- 1 Press **MENU**, [**Mach Set**].
- 2 Select "**C. Copy Protect**" using the cursor key. Then press [**Enter**].



- 3 Select "**ON**" or "**OFF**" using the cursor key. Then press [**Enter**].
- Note:** ON: The copy function is *not* available.
OFF: The copy function is available.

D. Soft Key

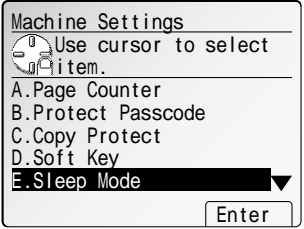
In the initial setting, the following functions are registered in the Soft keys; memory transmission, transmission confirmation stamp, confirmation report and hook/call request. When you want to set another function into the Soft key, you should set it in the machine setting. Regarding the setting of the Soft key, see "Soft Key" on page 4.1.

E. Sleep mode

Your machine is initially set to be in the Sleep mode automatically when 15 minutes has passed after you pressed a key. If you want to change the time or to set the Sleep mode to OFF, you can set it here.

Note: Pressing **ENERGY SAVING**, your machine will be in the Sleep mode immediately, regardless of this setting.

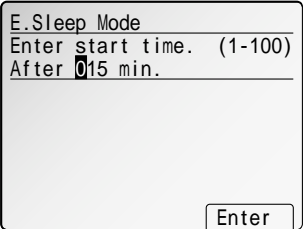
- 1 Press **MENU**, [**Mach Set**].
- 2 Select "**E. Sleep Mode**" using the cursor key. Then press [**Enter**].



- 3 Select "**ON**" or "**OFF**" using the cursor key. Then press [**Enter**].
- Note:** If you set the Sleep mode to OFF, the Auto power off mode will be also OFF and your machine will return to standby mode.

- 4 Enter the time for the Sleep mode using numeric keypad. (1 - 100 min.)

Note: Your machine will be in the Sleep mode when the time you set has passed after you pressed any key last.



- 5 Press [**Enter**].

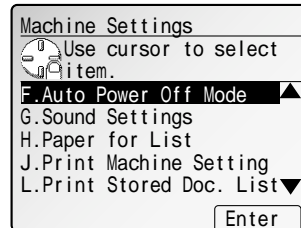
F. Auto power off mode

Your machine is initially set to be in the Auto power off mode automatically when the machine keeps to be in the Sleep mode for 60 minutes. If you want to change the time or to set the Auto power off mode to OFF, you can set it here.

Note: Pressing **ENERGY SAVING** for 3 seconds, your machine will be in the Auto power off mode immediately, regardless of this setting.

1 Press **MENU**, [**Mach Set**].

2 Select “**F. Auto Power Off Mode**” using the cursor key. Then press [**Enter**].

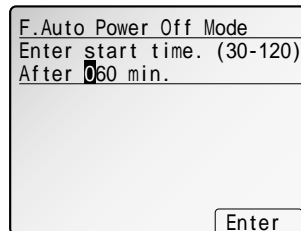


3 Select “**ON**” or “**OFF**” using the cursor key. Then press [**Enter**].

Note: If you set it to OFF, your machine will return to standby mode.

4 Enter the time for the Auto power off mode using numeric keypad. (30 - 120 min.)

Note: Your machine will be in the Auto power off mode when the time you set has passed after the Sleep mode starts.



5 Press [**Enter**].

G. Adjust the sound settings

You can adjust or change the following sounds:

- **Fax Ringer** — If you set this to “ON”, the ringer that alerts you when you receive a fax will be active even if you do not have the optional handset.

Note: This setting is not available in Fax/Tel ready mode.

- **Volume** — You can adjust the volume for fax ringer, alarm, key touch tone and complete beep.

- **Key Touch Tone** — You can select the key touch tone for each mode, fax mode and copy mode.

Note: When the optional scanner kit or network kit are installed to your machine, you can also select the tones for them.

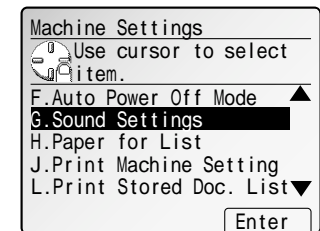
- **Complete Beep** — You can select the type of beep that alerts you when copy printing, fax transmission/reception or fax printing were completed.

- **Paper Jam Alarm** — If you set this to “OFF”, your machine will not sound an alarm when the paper jam occurs.

Note: The alarm light will glow and the LCD will show the error message, regardless of this setting.

1 Press **MENU**, [**Mach Set**].

2 Select “**G. Sound Settings**” using the cursor key. Then press [**Enter**].



3 Select the desired setting using the cursor key, and then press [**Enter**].

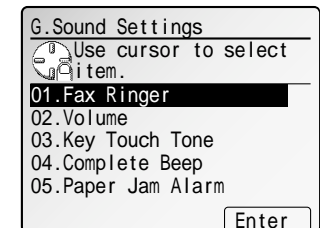
Fax Ringer — go to step 4.

Volume — go to step 5.

Key Touch Tone — go to step 6.

Complete Beep — go to step 8.

Paper Jam Alarm — go to step 10.



4 To set the **“Fax Ringer”**:

If you want the machine's ringer to alert you when you receive a fax though you do not have the optional handset, select **“ON”**. Then press **[Enter]** to save the setting.

5 To set the **“Volume”**:

Select the desired volume for fax ringer, alarm, key touch tone and complete beep using the cursor key. Then press **[Enter]** to save the setting.

6 To set the **“Key Touch Tone”**:

Select the mode you want and press **[Enter]**.

7 Select the desired tone using the cursor key. Then press **[Enter]** to save the setting.

If you want to set the tone for other mode, repeat steps 6–7.

Note: Moving the cursor key, you can hear each sound.

8 To set the **“Complete Beep”**:

Select the item you want and press **[Enter]**.

9 Select the desired type of beep using the cursor key. Then press **[Enter]** to save the setting.

If you want to set the type of beep for other item, repeat steps 8–9.

Note: If you want to try to hear each sound, press **[Test]**.

10 To set the **“Paper Jam Alarm”**:

Select **“ON”** or **“OFF”** using the cursor key. Then press **[Enter]** to save the setting.

11 Press **RESET** to return to the standby mode.

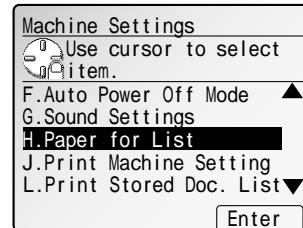
H. Paper for list printing

When you print a list, your machine selects a paper automatically. However, you can set the paper size or cassette for list printing, if you want.

Note: If the list can not be printed on one sheet with 100% ratio, it may be reduced or rotated. If the paper you set is not in the cassette, it will be printed on other size paper automatically.

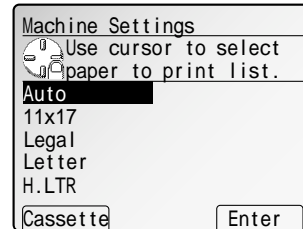
1 Press MENU, [**Mach Set**].

2 Select “**H. Paper for List**” using the cursor key. Then press [**Enter**].



3 If you want to select certain paper size for list printing, proceed to step 4. If you want to select certain cassette, skip to step 5.

4 Select the paper size using the cursor key and press [**Enter**].

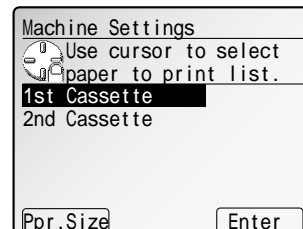


The machine will return to standby mode.

5 Press [**Cassette**].

6 Select the cassette using the cursor key and press [**Enter**].

The machine will return to standby mode.



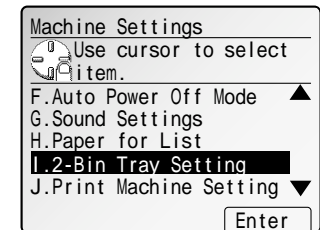
I. 2-Bin tray (Option)

When you have the optional 2-Bin tray, you can set where to exit a copied paper, a received fax message and a list, on the upper tray or the lower tray.

Note: Papers except for the plain paper will be not stacked on the upper tray, even if you set it to “Upper”.

1 Press MENU, [**Mach Set**].

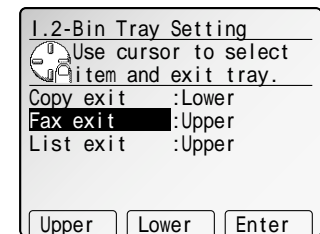
2 Select “**I. 2-Bin Tray Setting**” using the cursor key. Then press [**Enter**].



3 Select the item you want to change the setting using the cursor key.

4 Select [**Upper**] or [**Lower**] as you want.

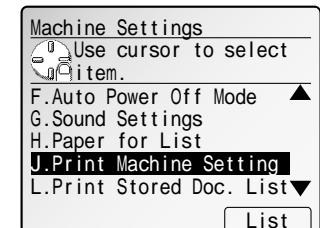
5 After you set all items you want to change, press [**Enter**].



J. Printing of the machine setting list

1 Press MENU, [**Mach Set**].

2 Select “**J. Print Machine Setting**” using the cursor key. Then press [**List**].



K. Settings for printer controller (Option)

You can set the printer controller settings here. See the operating instructions of the printer controller for details.

L. Print the list of documents stored in memory

Your machine will print the list of the documents stored in the memory. It will tell you how much memory each document is using.

The list includes:

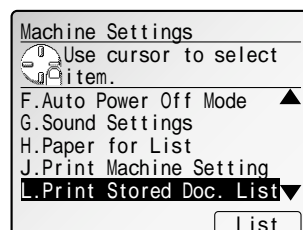
- Type — The type of the document, such as “Batch box”, will appear.
- Data(KB) — How much memory is used for the document will appear.
- Page — The number of pages will appear.
- Note — Other information, such as the box number, will appear.

1 Press MENU, [**Mach Set**].

2 Select “**L. Print Stored Doc. List**” using the cursor key.

3 Press [**List**].

The list of the documents stored in the memory will be printed.

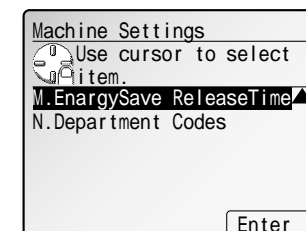


M. Energy saving release time

If you want your machine to wake up from the Sleep mode or the Auto power off mode at a certain time, you can set it here.

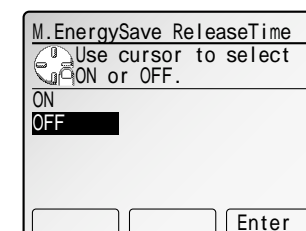
1 Press MENU, [**Mach Set**].

2 Select “**M.EnergySave ReleaseTime**” using the cursor key. Then press [**Enter**].



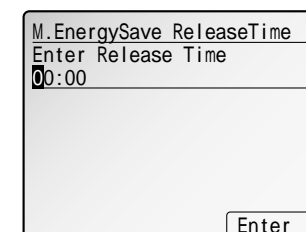
3 Select “**ON**” or “**OFF**” using the cursor key. Then press [**Enter**].

Note: If you set it to OFF, your machine will return to standby mode.



4 Enter the time for releasing the sleep mode or the Auto power off mode with 24-hour format using numeric keypad.

5 Press [**Enter**].



N. Department codes

When the department code setting is activated, the machine reminds each user to enter the department code before sending a document or making copies. With this feature, the fax transaction time and the copy charge can be managed by department.

After you turn on this setting, assign specific code to your office's machine users and tell them to enter these department codes before sending faxes or making copies.

You will set the followings for the department code feature:

- Department code
- Department ID
- Department code setting (On or Off)
- Department code protection
- Department mode
- Copy charge setting

Entering a department code

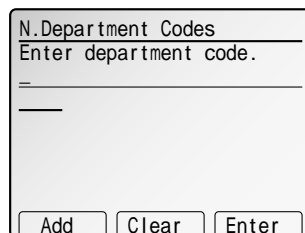
Your machine can hold up to 100 separate department codes.

To enter a department code:

- 1 Press **MENU**, [**Mach Set**], **N**, [**Enter**].

The LCD shows the department code list.

Note: If department code operation is *protected* (see page 4.13), the fax beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat this step.



- 2 Use the numeric keypad to enter the four-digit department code, 0000–9999.

If you want to erase an existing entry in the department code list, press **▲** or **▼** of the cursor key to select the number then press [**Clear**].

- 3 Press [**Add**] to entry in the department code list.

If you want to enter another department code, repeat steps 2–3.

- 4 Press [**Enter**] to save the setting. The machine will return to standby mode.

Entering a department name

You can enter a department name for each department number.

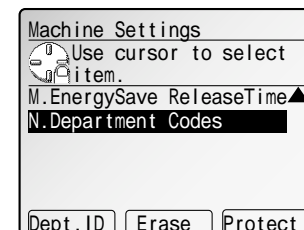
A department name may be up to 10 characters in length. You can send a fax or make a copy with entering this department name instead of the four-digit department code. (See “Select the department mode” on page 4.13.)

To enter a department name:

- 1 Press **MENU**, [**Mach Set**], **N**, **NEXT**.

- 2 Press [**Dept.ID**].

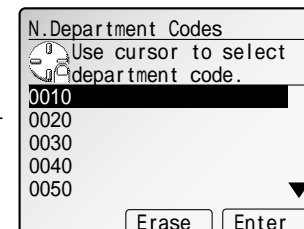
The LCD shows the department code list.



- 3 Select the department code you want.

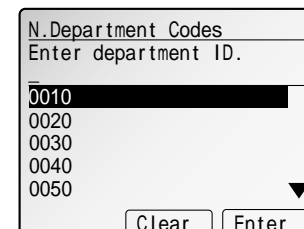
Note: If you want to erase an existing department ID, select it and press [**Erase**], [**Yes**].

- 4 Press [**Enter**].



- 5 Use the one-touch keys or the numeric keypad to enter the department ID. It may be up to 10 characters in length. Regarding entering characters, see page 1.15.

Note: If you want to erase characters, press [**Clear**].



Note: The lower case characters are not available here.

- 6 Press [**Enter**] to save the setting.

If you want to enter a department ID for another department code, repeat steps 3–6.

To finish, press **RESET**.

Turning the department code setting on and off

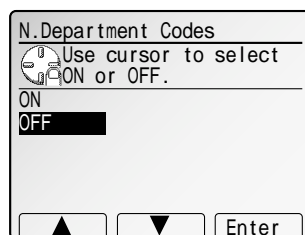
1 Press MENU, [**Mach Set**], N.

2 Press [**Setting**].

Note: If department code operation is *protected* (see below), the fax beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat this step.

3 Select desired setting.

4 Press [**Enter**].



Turning department code protection on and off

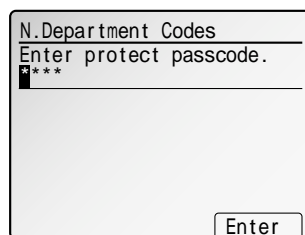
Important: This feature will work only if you've activated the *passcode protection* (see page 3.61).

1 Press MENU, [**Mach Set**], N, NEXT.

2 Press [**Protect**].

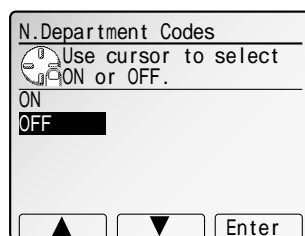
3 Use the numeric keypad to enter the four-digit passcode.

4 Press [**Enter**].



5 Select desired setting.

6 Press [**Enter**] to save the setting.

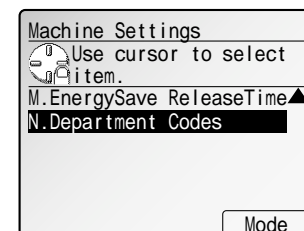


Select the department mode

You can select the mode, department code (four-digit number) or department ID (ten characters or numbers), which you will enter before sending a fax or making a copy.

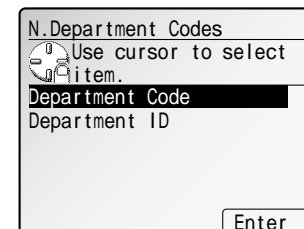
1 Press MENU, [**Mach Set**], N, NEXT, NEXT.

2 Press [**Mode**].



3 Select desired setting.

4 Press [**Enter**] to save the setting.



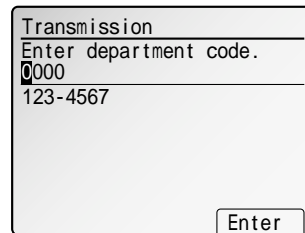
Sending a fax using a department code

For this operation to work, two things must be true:

- The four-digit department code must exist on your fax machine.
- You must know the department code or department ID.

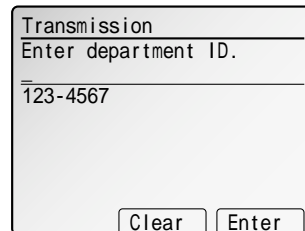
- 1** Place the document and select resolution and contrast you require.
- 2** Enter the fax number by either pressing a one-touch key, entering a speed-dial number or dialing from the numeric keypad.
If you enter the fax number using a one-touch key, skip to step 4.
Otherwise, go on to step 3.
- 3** Press **START**.
- 4** If you select the department code for the department mode in the previous column, proceed to step 5.
If you select the department ID for the department mode, skip to step 6.

- 5** Use the numeric keypad to enter the appropriate four-digit department code.
Skip to step 7.



Transmission
Enter department code.
0000
123-4567
Enter

- 6** Use the one-touch keys or the numeric keypad to enter the appropriate department ID.



Transmission
Enter department ID.
123-4567
Clear Enter

- 7** Press **[Enter]**.

Making a copy using a department code

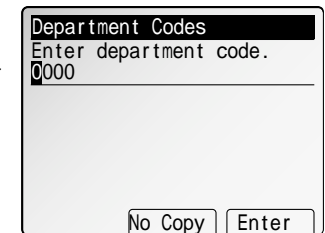
For this operation to work, two things must be true:

- The four-digit department code must exist on your fax machine.
- You must know the department code or department ID.

Note: If you press **[No Copy]** in step 4 or 5 below, you can set a copy setting or print a list without entering the department code.

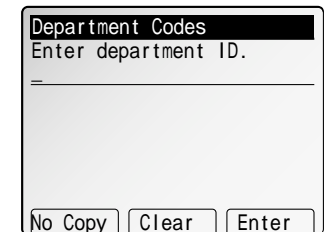
- 1** Place the document and set any settings you want.
- 2** Use the numeric keypad to enter the number of copies.
- 3** Press **START**.
If you select the department code for the department mode above, proceed to step 4.
If you select the department ID for the department mode above, skip to step 5.

- 4** Use the numeric keypad to enter the appropriate four-digit department code.
Skip to step 6.



Department Codes
Enter department code.
0000
No Copy Enter

- 5** Use the one-touch keys or the numeric keypad to enter the appropriate department ID.



Department Codes
Enter department ID.
No Copy Clear Enter

- 6** Press **[Enter]**.

Printing the department code list for fax

The department code list for fax transmissions includes the following information for each department code:

- *Time period* covered by the department code list
- Each *department code*
- Each *department ID*
- *Total communication time* (in hours, minutes and seconds; *HH:MM:SS*) — Counts the communication time up to 999:59:59 (999 hours:59 minutes:59 seconds). If the fax exceeds the maximum time, it does not count further.
- *Total printed pages* — Counts the pages up to 65535 pages. If the fax exceeds the maximum number of pages, it counts the total pages from 0 (zero).

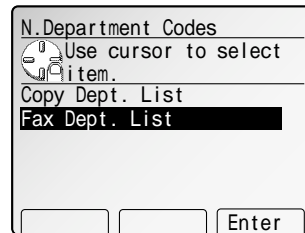
Note: If you want to clear the total counts of each department code, see “Clearing the current department code list”, below.

To print the list:

1 Press MENU, [Mach Set], N, [List].

2 Select “Fax Dept. List” using the cursor key. Then press [Enter].

The department code list for fax transmissions will be printed.



Note: If department code operation is *protected* (see page 4.13), the machine beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat the above.

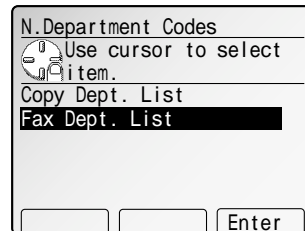
Clearing the department code list for fax

To clear the current total counts of each department code:

1 Press MENU, [Mach Set], N, NEXT, [Erase].

2 Select “Fax Dept. List” using the cursor key. Then press [Enter].

3 Press [Yes].



The total communication time and total printed pages for each department code are cleared. The department code will not be erased.

Copy charge setting

You can manage the copy charge for each department code.

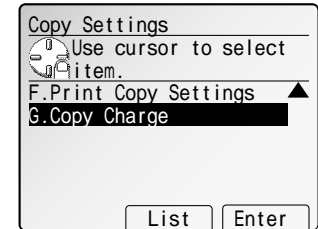
Note: If you made duplexed copies with the optional duplex unit, the machine will count 2 pages for 1 sheet.

To enter the copy charge per page:

1 Press COPY to change to the copy mode, if necessary.

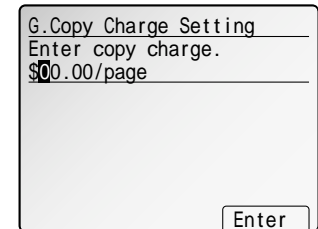
2 Press MENU, [Copy Set].

3 Select “G.Copy Charge” using the cursor key. Then press [Enter].



4 Use the numeric keypad to enter the copy charge per page.

5 Press [Enter].



Printing the department code list for copy

The department code list for copy charge includes the following information for each department code:

- *Time period* covered by the department code list
- Each *department code*
- Each *department name*
- *Total copy charge* (in dollars) — Counts the copy charge up to 99.99 (99 dollars 99 cents). If the copy exceeds the maximum charge, it does not count further.
- *Total printed pages* — Counts the pages up to 65000 pages.

Note: If you want to clear the total counts of each department code, see “Clearing the current department code list”, next column.

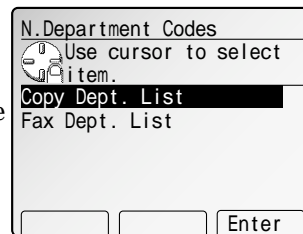
Common settings

To print the list:

1 Press MENU, [Mach Set], N, [List].

2 Select “Copy Dept. List” and press [Enter].

The department code list for copy charge will be printed.



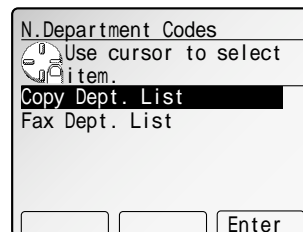
Note: If department code operation is *protected* (see page 4.13), the machine beeps briefly and then returns to standby mode. You will have to turn off the protection first, then repeat the above.

Clearing the department code list for copy

To clear the current total counts of each department code:

1 Press MENU, [Mach Set], N, NEXT, [Erase].

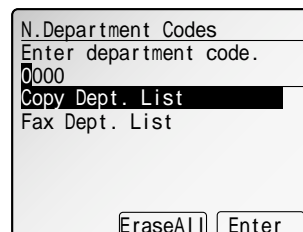
2 Select “Copy Dept. List” and press [Enter].



3 Use the numeric keypad to enter the department code you want to erase the current total counts. Then press [Enter].

Note: If you've selected department ID for department mode, enter the department ID instead of department code.

Note: If you want to erase the data for all department codes, press [EraseAll].

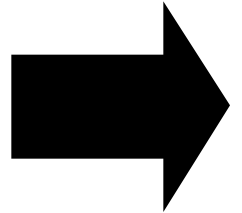


4 Press [Yes].

The total copy charge and total printed pages for each department code are cleared. The department code will not be erased.

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Just in case ...



Clearing paper jams	5.1
Print quality problems	5.6
Caring for your machine	5.8
In the event of a power failure	5.10
Troubleshooting	5.11
Common questions	5.19

Clearing paper jams

If an original document jams

If an original document jam occurred during scanning, an alarm sounds and the part the paper jammed will blink on the LCD. Please remove the jammed paper carefully as below.

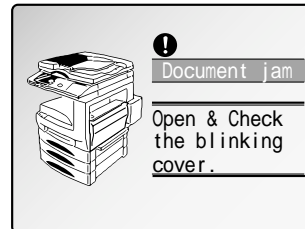
Important: If you wait more than 60 seconds without pressing any key, the machine will delete from memory all pages stored during this operation and the machine will return to the standby mode.

Note: If this document is a non-sorting ADF job (either copying or faxing), the machine will abort the operation anyway; instead, you'll have to perform the job again from scratch.

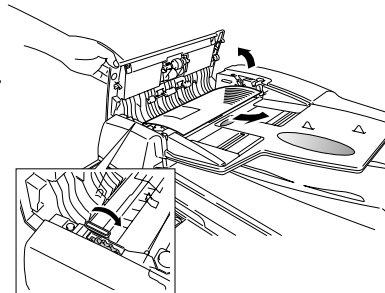
Note: In Quick memory transmission, the check message will be printed, which has the number of jammed page. Reset the jammed documents and transmit it.

If the ADF cover is blinking on the LCD:

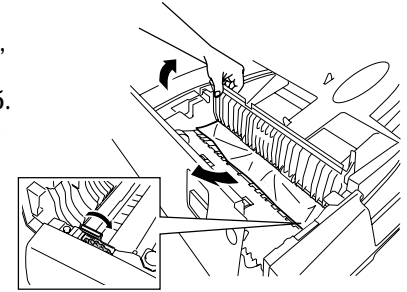
- 1** Open the ADF cover by holding the ADF cover release.



- 2** Remove the original document from the machine by turning the green dial right. Then skip to step 5. If you cannot remove the original document, proceed to step 3.

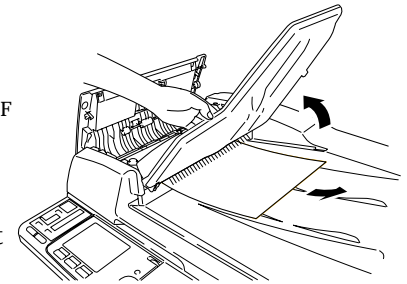


- 3** Open the inner cover as shown at right, then remove the document by turning the green dial right. Then skip to step 5. If you cannot remove the original document, proceed to step 4.



- 4** Lift the document tray as shown at right, then remove the document.
- 5** Gently close the inner cover and the ADF cover, making sure both sides are snapped down securely.

Note: If the original document has become wrinkled or torn, do not re-send it.

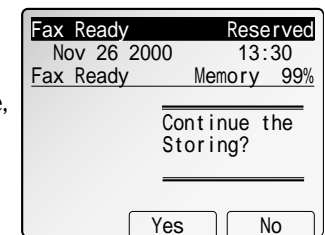


- 6** If this LCD appears, you can continue scanning from the jammed page. If you want to continue, press [Yes].

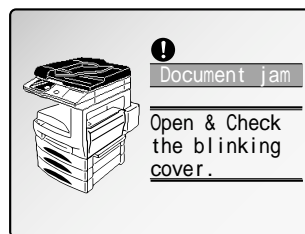
Note: If you press [No], only scanned pages before the paper jam occurred will be transmitted or copied.

Note: If you wish to cancel this operation, press STOP. The machine will delete all pages from memory and then return to its standby mode.

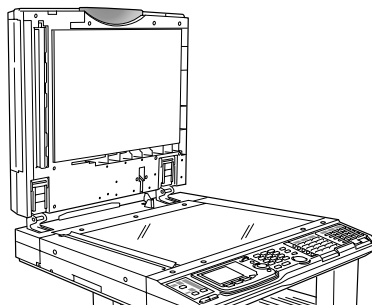
- 7** Reset the documents from the jammed page and press START.



If the platen cover is blinking on the LCD:



- 1 Open the platen cover.

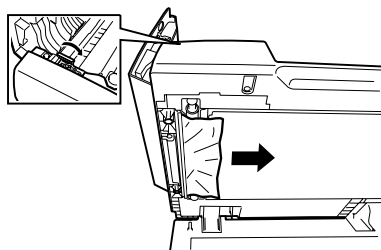


- 2 Open the ADF cover by holding the ADF cover release.

- 3 Remove the original document from the machine by turning the green dial toward right or left.

CAUTION:

Be careful *not* to put your hand under the platen cover and the ADF cover.



- 4 Confirm that any document does not remain in the ADF cover, and then close the ADF cover and the platen cover.

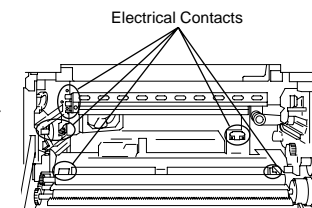
- 5 Follow steps 6–7 on page 5.1.

If a printout jams

If a printout jam occurred during printing, an alarm sounds and the part the paper jammed will blink on the LCD. Please remove the jammed paper carefully as below.

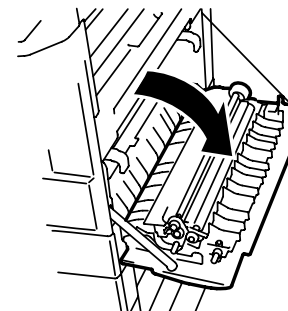
CAUTION: The fuser unit becomes very hot. **Do not** touch the fuser unit when you are removing a paper jam.

Important: Do not touch the electrical contacts inside the printer cover or under the drum cartridge, as an electrostatic discharge may damage the machine.



When the paper jammed inside the machine

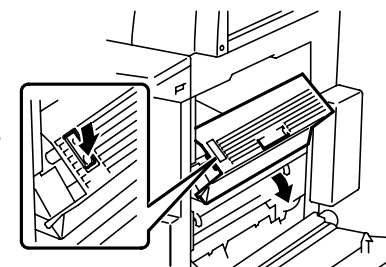
- 1 Open the printer cover by holding the printer cover release (R1).



- 2 Open the fuser cover by pressing the fuser cover release (R2).

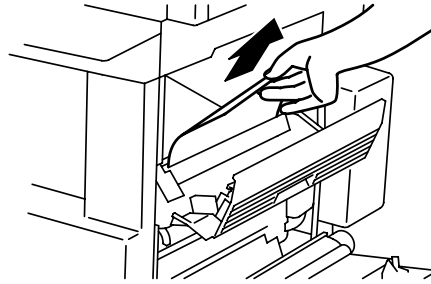
CAUTION:

The fuser unit becomes very hot. **Do not** touch the fuser unit when you are removing a paper jam.



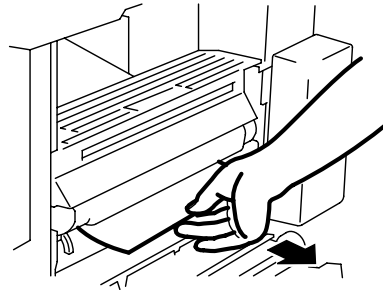
3 Remove the jammed paper.

4 Close the fuser cover.

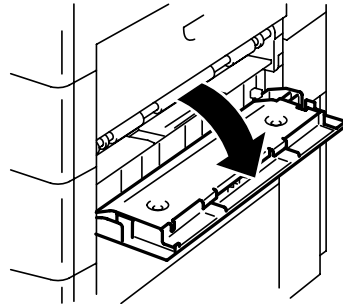


5 Remove the jammed paper.

6 Close the printer cover.



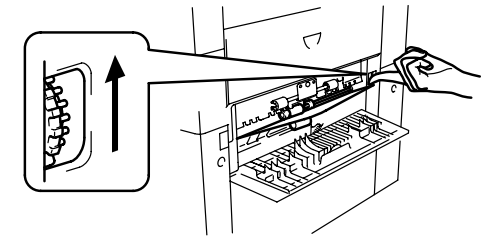
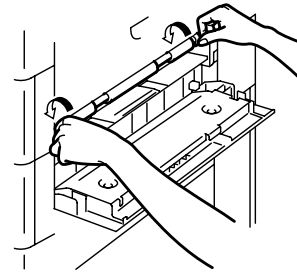
7 Open the side cover.



8 Turn the green dial as the arrow indicates and remove the jammed paper.

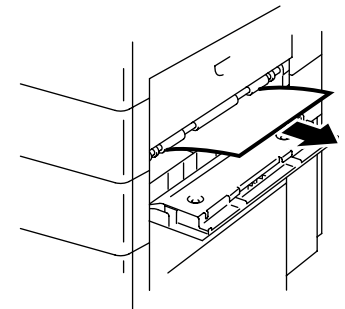
Cassette

Optional Large capacity cassette



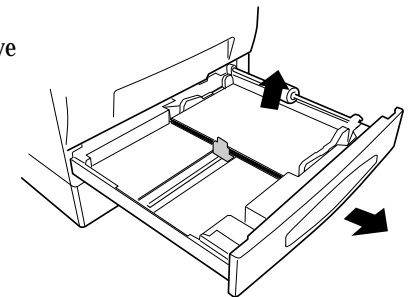
9 Remove the jammed paper.

10 Close the side cover.



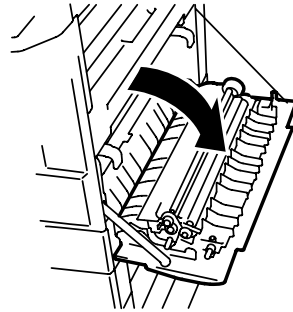
11 Pull the cassette toward you and remove the papers in the cassette.

12 Reset the papers into the cassette and close the cassette.

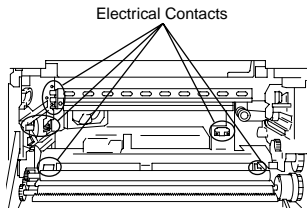


The Bypass tray

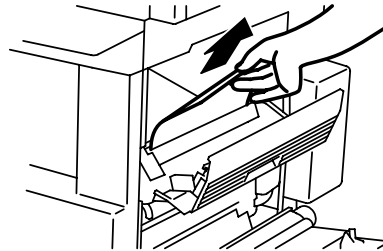
- 1 Open the printer cover by holding the printer cover release (R1).



Important: Never touch the electrical contacts inside the printer cover or under the drum cartridge, as an electrostatic discharge may damage the machine.

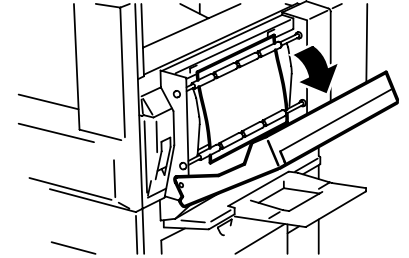


- 2 Remove the jammed paper.
- 3 Close the printer cover.

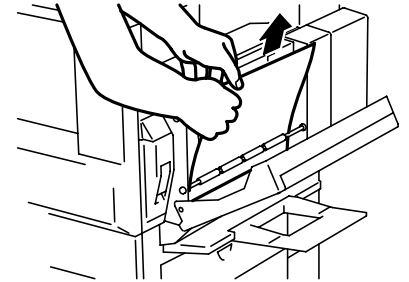


The optional duplex unit

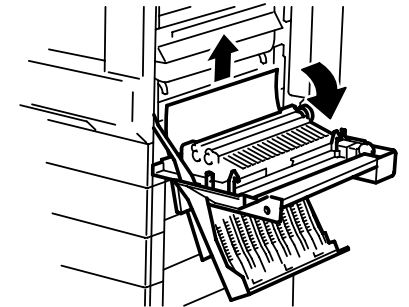
- 1 Open the duplex unit cover.



- 2 Remove the jammed paper.

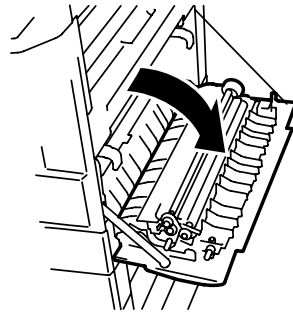


- 3 Open the printer cover by holding the printer cover release (R1). Remove the jammed paper
- 4 Close the duplex unit cover and the printer cover.

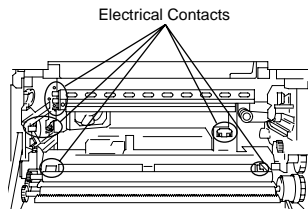


The optional 2-Bin tray or the optional shift tray

- 1** Open the printer cover by holding the printer cover release (R1).

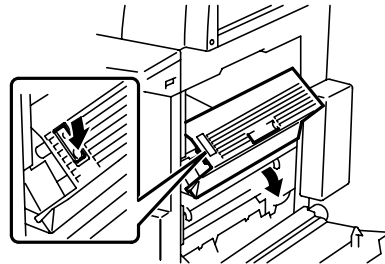


Important: **Never** touch the electrical contacts inside the printer cover or under the drum cartridge, as an electrostatic discharge may damage the machine.

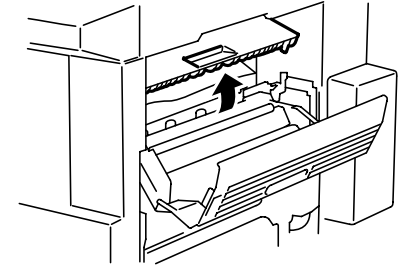


- 2** Open the fuser cover by pressing the fuser cover release (R2).

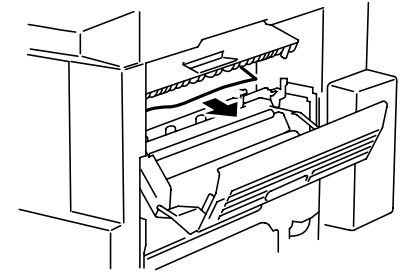
CAUTION:
The fuser unit becomes very hot.
Do not touch it.



- 3** Open the 2-Bin tray cover or the shift tray cover.



- 4** Remove the jammed paper.

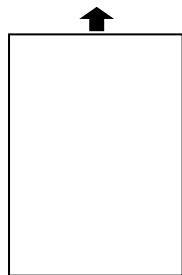


- 5** Close the 2-Bin tray or the shift tray.

- 6** Close the fuser cover, and then close the printer cover

Print quality problems

If your machine's printouts develop quality problems, try to find the example below that matches your printout problem. When you find one which is like yours, try the suggested solutions. If they don't work, contact your authorized Muratec dealer.



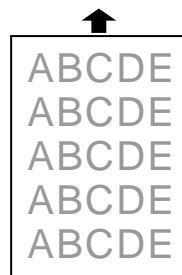
Pages are blank

- The drum cartridge or toner cartridge may not be installed correctly.
Install each cartridge correctly.
- The toner cartridge may be out of toner, or the toner may be very low.
Remove the toner cartridge and shake it a few times to redistribute the toner inside.
If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.



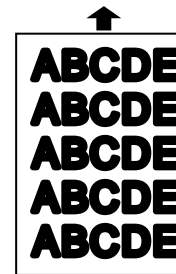
Pages are black

- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.
- Your fax machine's printer may be due for a service check.
Call your dealer.



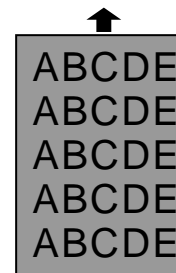
Printouts are too light

- The toner cartridge may be out of toner, or the toner may be very low.
Remove the toner cartridge and shake it a few times to redistribute the toner inside.
If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.



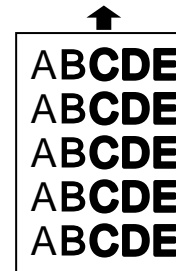
Printouts are too dark

- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.



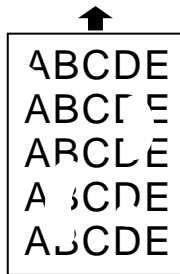
Printouts have a blurred background

- The toner cartridge may be defective.
Remove the toner cartridge and check it for damage.
If the problem persists, replace the toner cartridge.



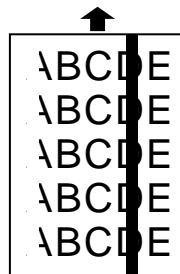
Printouts are of uneven density

- The toner may be unevenly distributed inside the toner cartridge.
Remove the toner cartridge and shake it a few times to redistribute the toner inside.
- The drum cartridge may be defective.
Remove the drum cartridge and check it for damage.
If the problem persists, replace the drum cartridge.



Printouts have irregularities

- The paper you're using may have absorbed moisture, perhaps due either to high humidity or water having been spilled on the paper supply. Toner will not adhere well to wet paper.
Replace the paper with dry paper and try printing again.

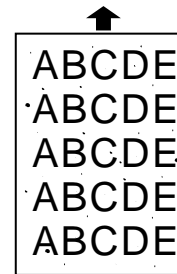


Printouts have white and/or black lines

- The toner cartridge or drum cartridge may be defective.
Remove the cartridges and check them for damage. If the problem persists, replace either or both of the cartridges as indicated.
- The LED print head may be dirty.
Using the cleaning paper, gently clean the LED print head.
- The charger may be dirty.
Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorized Muratec dealer.

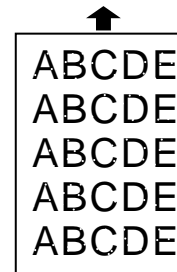
Printouts have black lines or multiple streaks

- The toner cartridge may have been stored improperly.
Try following procedure to clear up the problem:
 - 1** Press **COPY/FAX** to change to the copy mode.
 - 2** If there is a document in the ADF or FBS, remove it.
 - 3** Open the book-cover fully.
 - 4** Press **START** to make a black copy.



Printouts have toner smudges

- The toner may be unevenly distributed inside the toner cartridge.
Remove the toner cartridge and shake it a few times to redistribute the toner inside. If the problem persists, replace the cartridge.
- The toner cartridge or drum cartridge may be defective.
Remove the cartridges and check them for damage. If the problem persists, replace either or both of the cartridges as indicated.
- If you find smudges on the back of the printouts, the transport roller may be dirty.
Your machine normally cleans the transport roller automatically. If other solutions fail, please contact your authorized Muratec dealer.



Printouts have white spots

- The charger may be dirty.
Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorized Muratec dealer.

Caring for your machine

With proper installation and a little maintenance, your machine should give you dependable service for years to come.

Although it requires little day-to-day care, you can take these simple precautions to keep it in top form:

- **Always** make sure your machine is installed according to our specifications, including using an electrical surge suppressor.
- **Always** use good, copier-quality paper.
- **Always** clean your machine as needed (see “Cleaning tips,” below).
- **Never** install your machine where it can overheat, gather dust or get splashed by any liquids (even water).

Cleaning tips

Some things to keep in mind about cleaning your machine:

- **Do** clean it! Dust and dirt, especially around the machine’s air vents can shorten your machine’s life.
- **Always** unplug the machine *before* you clean it.
- **Never spray any cleaner DIRECTLY onto your machine.** The drifting spray could damage components inside.
- **Never try to clean SEALED areas inside your machine.** They’re sealed to protect your safety and the machine.
- For cleaning *external* surfaces, such as the cover and handset: use a mild cleaning solution sprayed onto a lint-free towel or cloth.
- **Always** use a lint-free cloth (or swabs) moistened with water to *gently* wipe components inside your machine.
- In areas you can’t reach with swabs, **always** use dry, dust-free compressed air to *gently* blow away dust and other material.

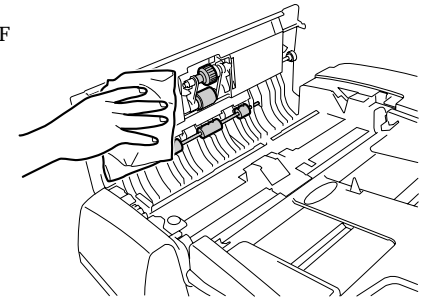
Corrective cleaning

Here are some simple cleaning procedures for keeping your machine operating smoothly. Use each as the need arises.

Curing frequent jams in the ADF

If you’re having trouble with getting your original documents to feed properly, try this procedure:

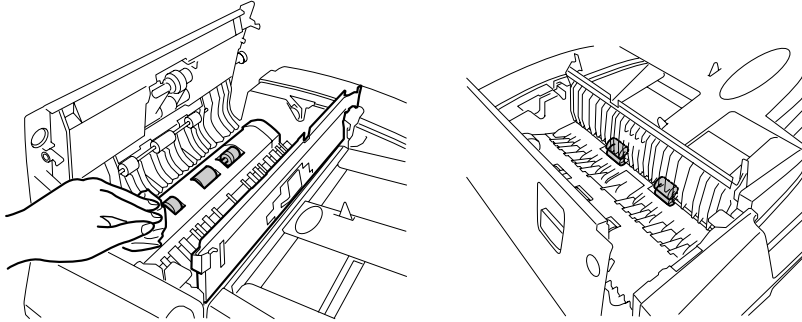
- 1** Turn off your machine.
- 2** Get two soft, lint-free cloths and moisten them as follows:
 - One with a cleaner suitable for use on platen/rubber rollers. In steps 4 and 6, we’ll call this the rollers cleaner.
 - The other with water
- 3** Open the ADF cover by holding the ADF cover release.
- 4** Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



- 5** Open the inner cover.

Important: You must hold the cover open. It won't stay open by itself.

- 6** Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



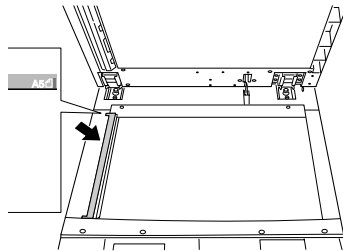
- 7** Close the inner cover.

- 8** Close the ADF cover, making sure both sides are snapped down securely.

- 9** Open the platen cover.

- 10** Use the cloth moistened with water to clean the contact glass.

- 11** Close the platen cover.



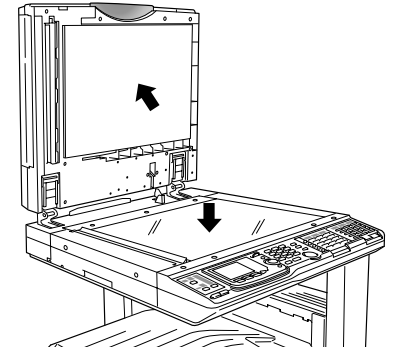
Cleaning the FBS

- 1** Open the platen cover.

- 2** Get a soft, lint-free cloth and moisten it with water.

Important: Make sure the cloth doesn't have any rough areas. Otherwise, it could scratch the glass surface of the FBS.

- 3** Using the cloth, gently clean the glass surface of the FBS and the white background area on the underside of the platen cover.



If you have unsatisfactory printout quality

Your machine automatically cleans its charger and transport roller, two items which are very important to printout quality. So, if you notice poor printout quality (whether on received faxes or on copies), it may mean that your machine requires service. Review "Print quality problems" (pages 5.6–5.7), and see whether any of the proposed solutions helps your machine. If none do, please call your authorized Muratec dealer or call the Muratec Customer Support Center at (972) 364-3350.

In the event of a power failure

Power failure during the machine is working

During telephone call:

You can continue to speak with the handset.

During fax transmission:

The transmission will be cut off. When the power comes back, your machine starts to transmit again automatically if it was the memory transmission. If it was the feeder transmission, you should transmit again.

During fax reception:

The reception will be cut off. When the power comes back, your machine prints the pages which were received before the power failure occurred.

During copying/printing:

The printing will stop.

During power failure

Your machine can receive telephone calls even in the event of a power failure if an optional handset is attached. But it cannot send or receive a fax document.

Memory back up

The image data stored in memory will be kept for the following time, even when the power failure occurs or your machine is turned off.

Note: Your machine should be charged for 48 hours continuously before.

16 MB: about 60 hours (Standard)

24 MB: about 36 hours

40 MB: about 12 hours

56 MB: about 5 hours

Power failure report

If any documents in memory were erased due to power failure, the report will be printed when the power comes back. The report tells you what documents were erased.

Troubleshooting

Occasionally, your machine encounters some trouble transmitting or receiving documents. When it does, it alerts you with an alarm. You can identify the problem with LCD messages and printed *check messages* and *error reports*, explained in the following pages.

Alarm

Your fax machine sounds an alarm tone — a series of short beeps — if either of these two problems occur:

- Trouble transmitting or receiving
- The machine is out of paper

LCD error messages

If a message not listed here is displayed, take corrective action by following the instructions in the message.

< Copy >

What you see on the LCD

What it means/What to do

**ADF is not available.
Set document on FBS glass**

When use the series copy function, the document is set in the ADF. You cannot use the ADF for series copy.
Remove the document from ADF, then set the document on FBS glass.

Auto doc. size detection failed.

Non-standard size document is set. Your machine can detect Letter ☐ ☐, Legal ☐, Half-letter ☐ ☐ and 11"×17" (ledger ☐) sized document only.
*Pressing **START** to copy your document to the auto selected paper. Or, press **STOP** then select paper manually by using the [Paper]. And then try again.*
... **or** ...
Document is not set. *Set your document.*

Check paper size

The paper size setting is incorrect.
Check the paper size and set the proper paper size.

Copy protected

You tried to use your machine to make a copy, but the unit's copy protection feature is on, preventing such use.
Turn off copy protection. (See "Copy protect" on page 4.7)

Enter job hold time.

You tried to use the "Last Job" feature, but the "Last Job hold time" has not been entered. Enter the "Last Job hold time". (See "Last Job Hold Time" on page 2.28.)

**No paper size is suitable.
OK to continue copying?**

Your machine does not have suitable sized papers for Mix length copy. *To continue, press **START** and supply the papers the LCD shows. Or, press **STOP** and select other ratio.*

**No paper size is suitable.
Copying with auto selected paper.**

There is no paper that matches the reduce/enlarge ratio.
*Press **STOP** then select paper manually.*

**Not enough memory
The last XXX page was erased.
Please copy again.**

The copying was stopped because of memory overflow.
Please copy again from indicated page.

**Not available with XXXX
Please call service**

You have set two functions that conflict with each other.
Cancel either one of the two functions.
The printer unit of your fax machine has become inoperable. *Call your authorized Muratec dealer or Muratec Customer Support.*

**Not enough memory.
Document was erased.**

The "Last Job" document cannot be stored due to a memory shortage.

Rotate document by 90° or set ratio

In combine, repeat, series copy or booklet function, the document is set in the incorrect direction.
Set the document in the rotate by 90° or set the reduce/enlarge ratio.

Set document in ADF

In Booklet copy, you cannot use the FBS glass.
Set your document in ADF for Booklet copies.

Unable to set ratio during D.Mag. is used.

You cannot set the reduce/enlarge ratio during the directional magnification function is used.

Just in case

< Fax >

What you see on the LCD

1 location or less

What it means/What to do

You tried to enter too many forwarding numbers for fax forwarding through the numeric keypad. You can enter up to 201 forwarding numbers by using one-touch key, speed dial number, group number and numeric keypad, but you can enter only 1 location by using numeric keypad (see pages 3.36–3.37).

30 locations or less

You tried to enter too many numbers for broadcast through the numeric keypad. You can enter up to 230 numbers for broadcast using one-touch keys, speed dial numbers or group numbers, however you can enter only 30 locations by using the numeric keypad. Press **[Cancel]** to delete the extra numbers and then try again.

Already stored

You tried to enter a same number, department code or sub-address which is already entered in your machine. Enter a different number, department code or sub-address.

Box in use

You tried to erase a F-Code box which contains at least one document. Erase the document(s), then try again.

Check # of documents

You placed fewer pages into your fax machine than you indicated in your page-numbering setting (see page 3.41). Carefully recount the pages in your document, then retry the transmission, being sure to enter the correct number of pages if you use the page-numbering function.

Commands full

Your fax machine has all of its 100 possible delayed commands (automatic redialing counts as one) stored in memory and cannot accept another. Delete an existing command by using **REVIEW COMMANDS**, or wait until your fax has completed one of the delayed commands.

Communication Error

A communication error disrupted the transmission or reception. *If you were transmitting, press STOP to clear the error message and then retry the transmission. If you were receiving a fax, try to contact the other person and have them retry the transmission. (The problem may be entirely with their machine, phone line, etc.)*

Document full

You tried to enter an document into Batch box or an F-Code box, but the machine has reached its capacity. Delete documents stored in boxes until the machine will let you proceed.

Document is in the ADF

The command you're trying to enter requires the use of the ADF, which is already in use. Wait for the machine to stop using the ADF, then try again.

Document stored

You tried to erase a batch box which contains at least one document. Erase the document(s), then try again.

... or ...

You tried to store the polling document in your fax machine, where one already had been stored. Wait for the fax to complete the regular polling operation, then try again.

... or ...

A received document was in your fax's memory when you tried to turn off the security reception passcode. Print the received document from your fax's memory, then retry the desired operation.

Enter number (0-32)

You tried to enter a call group number greater than 32. Your machine can maintain 32 call groups, numbered 1-32 (call group 0 covers all the groups). Determine the correct call group identifier number and enter it, instead.

Hang Up Phone

The optional handset is off-hook. Hang it up, making sure the upper part of the handset presses down on the "hook" button.

Invalid I.D. code

The F-Code box I.D. code you entered isn't valid. Try re-entering your F-Code box I.D. code.

Invalid Number

You entered the incorrect number which has no function during the current operation.

Invalid protect passcode	The protection passcode you entered isn't valid. <i>Repeat the operation, entering the correct protection passcode.</i>	PIN is not stored	You selected "Model1" in the PIN mask feature and tried to call an autodialer number in which no PIN has been entered, or to call using numeric keypad without PIN. <i>Enter a PIN, then try again.</i>
No command stored	You pressed REVIEW COMMANDS to review upcoming commands, but your fax machine had none stored.	Please set Fax/Tel Mode.	You tried to set the Fax Forwarding feature to ON when the reception mode is Tel Ready. <i>Set the reception mode to Fax/Tel Ready.</i>
No document stored	You tried to print a document from memory, but your fax machine had none stored.	Set Indiv Frwd #s first	You tried to set the Fax Forwarding feature to ON when all individual setting is set to OFF. <i>Set the individual setting to ON.</i>
No protect passcode	You tried to protect an operation or department code but there's no protection passcode stored in your fax machine. <i>Store a protection passcode in your machine, then retry protecting the operation or department code.</i>	Supply paper for fax doc.	Your machine receives a fax message when it does not have standard sized papers which can be used for the fax reception (refer to page 3.8), or the cassette is set to OFF for "Cassette for Rx" (refer to page 3.8). <i>Add standard sized papers to the cassette, or set to ON for "Cassette for Rx".</i>
No report	You requested an activity journal or confirmation report, but your fax machine has no record of any fax jobs having occurred.	Unable to reduce	In enlargement transmission, you cannot select the reduction ratio.
Not stored	You selected an autodialer, batch box or F-Code box number for which there is no phone number programmed. <i>Either choose another number or dial a phone number directly from the numeric keypad.</i> ... or ... You tried to turn on the department code setting but there are no department codes stored in your fax machine. <i>Store at least one department code, then try again.</i>		
Not store in Relay box	You tried to store a document for polling in an F-Code box which is set to be a relay box. <i>Select an F-Code box which is set to be a bulletin box, then try again.</i>		
Not store in Secure box	You tried to store a document for polling in an F-Code box which is set to be a security box. <i>Select an F-Code box which is set to be a bulletin box, then try again.</i>		
Would you like to enter?	You pressed an empty one-touch key or speed dial number. <i>Press [Yes] to tell your machine to enter it, or press [No] to cancel entering.</i>		

Just in case

< Common >

What you see on the LCD

Call for service

What it means/What to do

The scanner lamp is dim or inoperable. Make repeated copies to help evaporate any internal moisture. *If that doesn't resolve the problem, call your authorized Muratec dealer or Muratec Customer Support.*

**Cannot register Macro key.
Please use Soft key.**

You cannot register "Last Job" feature to the Macro key. Assign it to a Soft key.

Carriage error

The mirror carriage of your machine has become inoperable. *Call your authorized Muratec dealer or Muratec Customer Support.*

**Drum cartridge
is almost empty** **500**

Your machine can print about 500 more sheets. It will count down the number of sheets which can be printed. *Please contact your authorized Muratec dealer soon to purchase a new drum cartridge if you don't already have one.*

Note: According to the resolution and document type, your machine may become not to print before the number of sheets on the LCD becomes to be "0".

Not avail. with ADF

You tried to use the function which cannot be used in ADF. *Use the FBS glass.*

Please call service

The printer unit of your fax machine has become inoperable. *Call your authorized Muratec dealer or Muratec Customer Support.*

Please correct error first

You pressed the Start key when an error has occurred. *Correct the error.*

Please wait

Your fax machine's printer is either warming up or busy. *Please wait until the fax is finished printing and then re-try your command or operation.*

Printing

The command you're trying to enter requires the use of the printer, which is already in use. *Wait for the fax to finish printing, then try again.*

**Replace
drum cartridge**

Your drum cartridge doesn't work. Your machine cannot print until it is replaced with a new drum cartridge. *Replace it.*

Scanner in use

The command you're trying to enter requires the use of the scanner, which is already in use. *Wait for the fax to complete the scan, then retry the desired command.*

**Toner bottle
is empty** **50**

Your machine is almost out of toner. About 50 more sheets can be printed and your machine will count down the number of sheets which can be printed. *Please contact your authorized Muratec dealer soon to purchase a new toner bottle if you don't already have one.*

Note: According to the resolution and document type, your machine may become not to print before the number of sheets on the LCD becomes to be "0".

Toner is empty

Your machine is out of toner. Your machine cannot print until it is replaced with a new toner bottle. *Replace it.*

Too many characters

You attempted to enter too many numbers or other characters in the current operation. *Press [Cancel] to delete the extra characters, then try again. You may wish to review the operation's appropriate instructions.*

Too many locations

You tried to enter department code more than 100. Your machine can store up to 100 department codes.

**Too many steps
OK to register?**

You tried to enter too many steps for a macro. You can enter up to 60 steps into a macro key. *Press [YES] to tell your fax to register these steps, or press [NO] to cancel the registering.*

**# of stored page: XXX
Keep these pages?**

During scanning of the document, the memory overflowed. *Press [YES] to tell your fax to keep as many pages in memory as possible, or press [NO] to delete from memory all pages stored during this operation (but not previous operations).*

The machine is not functioning as designed

Symptom	Check for/ <i>What to do</i>
The LCD shows nothing.	<p>Is only the ENERGY SAVING key lit up green? <i>The machine is in the Energy Saver mode. Press any key on the control panel to cancel.</i></p> <p>... or ...</p> <p>The power switch is turned OFF. <i>Turn the power switch ON.</i></p> <p>... or ...</p> <p>The LCD contrast volume is turned to the excessively light or dark position. <i>Viewing the LCD, adjust the LCD contrast volume as necessary.</i></p>
Control panel keys do not respond.	<p>Is only the ENERGY SAVING key lit up LED? <i>The machine is in the auto power off mode. Press ENERGY SAVING key on the control panel to cancel.</i></p> <p>... or ...</p> <p>The power switch is turned OFF. <i>Turn the power switch ON.</i></p>
The machine is not activated when the power switch is turned ON.	The power cord is left unplugged from the power outlet. <i>Plug the power cord into the power outlet.</i>
Misfeeds occur frequently.	Paper size setting is incorrect. <i>Set the correct paper size.</i>
Some of the selected functions are unavailable.	Selected functions cannot be combined. <i>Check the combination of functions. (See "Combination chart," pages A1.4–A1.5.)</i>
In EraseBorder or EraseCenter mode, parts of the original image are not copied.	Margin is too wide. Or, margin of your document is too narrow. <i>Set the narrower margin.</i>

Symptom	Check for/ <i>What to do</i>
In Combine mode, parts of the image are not copied or parts of the copy paper are blank.	Your set originals are not identical in size and direction. <i>It is impossible to combine originals as they are not identical in size and direction. Copy these originals with the same size paper, set copies which are identical in size and direction, and then select Combine.</i>
In Combine mode, order of copies is not correct.	Your originals are set in incorrect order. <i>When you set a stack of originals in the ADF, the first page must be on top.</i> <i>When you set an original on the FBS glass, start with the first page to be copied.</i>
In Duplex copy mode, order of copies is not correct.	Your originals are set in incorrect order. <i>When you set a stack of originals in the ADF, the first page must be on top.</i> <i>When you set an original on the FBS glass, start with the first page to be copied.</i>

If you cannot make clear copies

Symptom	Possible cause/ <i>What to do</i>
The image is too light.	<p>The image contrast is too light. <i>Adjust the image contrast by pressing CONTRAST key.</i></p> <p>... or ...</p> <p>The toner is low. <i>Replace the toner bottle.</i></p> <p>... or ...</p> <p>The paper is damp. <i>Change the paper.</i></p>
The image is too dark.	<p>The image contrast is too dark. <i>Adjust the image contrast by pressing CONTRAST key.</i></p> <p>... or ...</p> <p>The FBS glass surface is dirty. <i>Wipe the FBS glass clean with a soft dry cloth.</i></p>
The copy is blurry.	<p>The paper is damp. <i>Change the paper.</i></p>
The copy has lines. <i>or</i> The copy has dark specks or spots.	<p>The FBS glass surface is dirty. <i>Wipe the FBS glass clean with a soft dry cloth.</i></p> <p>... or ...</p> <p>The FBS pad is dirty. <i>Wipe the FBS pad clean with a soft cloth dampened with alcohol.</i></p> <p>... or ...</p> <p>The original your document is very thin or highly transparent. <i>Place a blank sheet of paper over the original.</i></p> <p>... or ...</p> <p>The original your document is 2-sided. <i>The information on the back side of a 2-sided, thin original may be slightly reproduced on the copy. Adjust the image contrast level lighter by pressing CONTRAST key.</i></p>

Symptom	Possible cause/ <i>What to do</i>
The edge of the copy is dirty.	<p>The FBS pad is dirty. <i>Wipe the FBS pad clean with a soft cloth dampened with alcohol.</i></p> <p>... or ...</p> <p>You have selected a paper size larger than your original document. (When zoom ratio is set as full size 100%) <i>Select the same copy paper size as the original.</i></p> <p>... or ...</p> <p>The original document is not placed in the correct position. (When zoom ratio is set as full size 100%) <i>Select the same copy paper size as the original. Or, reload the paper in the same direction as the original.</i></p> <p>... or ...</p> <p>The reduction ratio selected is not in accord with the copy paper size. (When doing the manual reduction copying.) <i>Select the enlarge ratio according to the copy paper size.</i></p>
The image on the copy is not aligned properly.	<p>The original document is not placed in the correct position. <i>Place the original correctly on the FBS glass against the original width scale. Or, load it into the ADF correctly along the document guide.</i></p> <p>... or ...</p> <p>The original documents may not be suitable for use in the ADF. <i>Raise the platen cover and place the originals on the FBS glass one at a time, instead of using the ADF.</i></p> <p>... or ...</p> <p>Something is sticking to the original document. <i>Wipe the FBS glass clean with a soft dry cloth.</i></p>

Errors

When sending faxes, your machine occasionally runs into *communication errors*. These can be caused by anything from lightning to telephone line interference. (These same factors cause static, or *line noise*, you sometimes hear on phone calls.) They also can be caused by problems with the fax machine at the other end of the line.

Often, simply trying your call again is all that's necessary. However, *if the problem persists regularly*, call your local telephone company for help. If that doesn't help *and the problem persists regularly*, call your authorized Muratec dealer.

Error reports

When an error occurs, your fax machine prints an *error report*. Each fax error report lists an *error message* which includes:

- A possible *solution* to the problem
- The *sending location* (if the remote fax stores a Location ID of its own)
- The *result* — which is a special *error code*.
- A *sample* of the document's first page.

Kinds of error codes

The error code listed in the "Result" column of the error report indicates the specific problem encountered:

- "D" codes — Occur while *dialing*
- "R" codes — Occur during *reception*
- "T" codes — Occur during *transmission*

Specific errors

Following are some error codes you may see on an error report:

Dialing errors

- D.0.3, The remote unit didn't respond, the call couldn't be completed or **STOP** was pressed during dialing. *Retry the call. If your machine repeats the message, call the remote fax unit's operator and verify that unit is operating properly.*
- D.0.2 The remote unit is busy. *Try the call again.*
- D.0.6, Either the remote unit didn't respond, the call somehow didn't go through or
- D.0.7 **STOP** was pressed during dialing. *Try the call again.*

Reception errors

- R.1.1 The calling fax machine didn't respond to your fax machine. This can happen if someone dials a wrong number or if the remote machine restricts access through use of a passcode.
- R.1.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see Glossary, page AI.7) fax communication, the industry standard since the early 1980s.
- R.1.4 Someone pressed **STOP** at the receiving fax machine.
- R.1.5 The fax machine didn't detect the silence at the end of the call for receiving an RCR.
- R.2.3 Poor phone line conditions made fax communication impossible. *Call someone at the remote machine's location.*
- R.3.1 The sending fax machine detected too many errors from the receiving fax machine.
- R.3.3 The sending fax machine is incompatible or had a document feeder problem during transmission.
- R.3.4 Poor phone line conditions may have prevented your fax machine from properly printing some or all of the pages it received.
- R.4.2 Either the line disconnected before transmission or the transmitting fax machine needs maintenance.
- R.4.4 The fax machine has reached its memory capacity.
- R.5.1, ECM reception failed (perhaps due to line noise).
- R.5.2
- R.8.1 A compatibility error occurred.
- R.8.10 Line noise or other problems prevented line probing.
- R.8.11 The fax machine timed out while waiting for the retrain signal.

Transmission errors

- T.1.1 The remote fax machine didn't respond to your machine. *Call someone at the remote machine's location.*
- T.1.2 Your fax machine's page counter detected a possible document feeder error. *Carefully put the document back into the feeder and try the call again.*
- T.2.1 Either the phone line disconnected during transmission or fax communication became impossible due to bad phone line conditions. *Try the call again.*
- T.2.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see "Glossary," page AI.7) fax communication, the industry standard since the early 1980s.

Just in case

- T.2.3 Bad phone line conditions made fax communication impossible. *Conditions can change rapidly, so try the call again later.*
- T.3.1 The page counter in your fax machine detected a document feeder error during transmission. *Carefully re-insert the document into the feeder and re-try the call.*
- T.3.2 The fax machine didn't detect the silence indicating the call had ended.
- T.4.1 The telephone line disconnected during transmission because of excessive modem errors or because remote unit ran out of paper. *Try the call again.*
- T.4.2 After transmission began, poor line conditions developed. *Try the call again.*
- T.4.4 Poor line conditions prevented transmission. *Try the call again.*
- T.5.1, T.5.2, T.5.3 ECM transmission failed (perhaps due to line noise). *Conditions can change rapidly, so try the call again later.*
- T.8.1 A compatibility error occurred.
- T.8.10 Line noise or other problems prevented line probing.
- T.8.11 The remote fax machine didn't complete the equalizer training phase.

“Check Message” printouts

When there's a problem with a fax call and your machine detects an error, it produces an error printout headed by the words “Check Message.” This printout lists the following information about the transmission:

- The resulting error code
- A communications error message (see “What error messages can mean,” below)
- The phone number (or TTI, if programmed) of the fax machine with which your machine had attempted to communicate.

What error messages can mean

The error messages on Check Message printouts can mean a variety of things. Here's a brief summary:

Error message	Possible meanings
Check condition of remote fax.	<ul style="list-style-type: none">• Remote machine malfunctioned• No “handshake” signals from remote fax• Wrong phone number reached
Repeat transmission.	<ul style="list-style-type: none">• Poor phone line conditions• No “handshake” signals from remote fax• Document misfeed or miscount• Unable to reach remote machine after attempting specified number of redial tries
Line is busy.	<ul style="list-style-type: none">• Remote machine's line was busy• Remote machine's line didn't answer
Check received documents.	<ul style="list-style-type: none">• Remote confirmation signal not received from remote fax• Poor line conditions caused a poor image
Memory full.	<ul style="list-style-type: none">• Remote fax's memory is full
Dialing number is not set.	<ul style="list-style-type: none">• Stored phone number failed to dial properly
Stopped.	<ul style="list-style-type: none">• Someone pressed STOP at the remote fax in the middle of the “handshake”

Common questions

We're here to help you!

The *Muratec Information System* is available to you 24 hours a day, 7 days a week. You can use your fax machine to call this "fax-on-demand" system and receive printouts of information, such as the most common questions asked about your machine. Often, this is the fastest way to find out the answer to any question you may have. And it's a free call!

To use the Muratec Information System:

- 1** On your fax machine, press **MONITOR/CALL** to get a dial tone, or lift your optional handset.
- 2** Call **1-800-215-1698**.
- 3** Follow the voice instructions you'll receive from the system.

General questions

- Q:** Where do I add ink or toner to make my fax machine's printouts darker?
- A:** *You can't adjust the darkness of an incoming fax printout, but you can adjust the darkness of a copy or of a transmission. Insert a document and press **CONTRAST** to adjust the contrast setting. "Dark" prints at the darkest setting. The machine will reset automatically to normal contrast after you finish copying or sending the fax.*
- Q:** When I unplug my machine or if the power goes off, will I lose the information I've stored — such as my TTI, autodialer entries, the time and date, etc. — and have to re-enter them?
- A:** No. There's a special battery built into your fax machine which protects user settings for several days if power fails or if you decide to move your machine. However, we do advise you to restore power to the machine as soon as possible.
- Q:** Can I use a dust cover on my fax machine?
- A:** No! A dust cover blocks air circulation, which could cause your machine to over-heat.

Sending faxes

- Q:** Sometimes, I try to send a fax while using either the optional handset or the **MONITOR/CALL** feature. But, when the other side answers, I hear a horrible screeching sound, so I hang up. What's happening?
- A:** That was the other fax machine trying to say "Hello" to your machine! You'll hear sounds like that any time you call a fax machine which is set to answer automatically (as when you set your machine to Auto Answer mode). It's by using these tones that fax machines are able to send faxes over ordinary phone lines. So, next time you hear the tones, press **START** (and, if you're using an optional handset, hang up) to send a fax.
- Q:** I just sent a fax. However, the number that appeared in my machine's display during the transmission wasn't the number I dialed. Why?
- A:** That number you saw is programmed into the remote fax machine by the user. Some users prefer different numbers to appear than the ones they're really using. And some people don't know how to change the number once it's set.
- Q:** Can I transmit and receive at the same time?
- A:** No. Use the call request feature (see page 3.43) to ask the person at the remote fax machine if he or she wants to transmit or receive after your fax communication is complete.
- Q:** Do I have to dial a 1 for a long-distance call?
- A:** Yes. Dialing a fax number is just like dialing any other phone number, so be sure to include any special long-distance codes or dialing pauses when dialing. Also, remember to include them when you set your autodialer numbers.
- Q:** How do I send a fax to an overseas telephone number?
- A:** Dialing requirements for international calls may vary depending on your local telephone company's requirements. For most international calls, call 011, then dial the appropriate country code, city code and phone number. (You may find country and city codes in the front section of your telephone directory.)
- Q:** Can I transmit if my fax machine runs out of paper?
- A:** Yes, but confirmation reports (see page 3.40) aren't available when you transmit without recording paper in your fax machine.

- Q:** Can I transmit a document that's extra long?
- A:** Yes, *if* the receiving fax machine is equipped to handle long documents. Many machines have a special setting which allows them to receive documents that exceed the normal length.
- Q:** Can I transmit a page from a newspaper?
- A:** No. A newspaper page can jam in your document feeder. First, use a copy machine to make an appropriately sized copy of the newspaper page, then transmit the copy.
- Q:** Can I transmit a page with correction fluid on it?
- A:** Yes, but only if the fluid is *completely dry* before you begin transmission.
- Q:** How can I be sure my fax was received?
- A:** Set your machine to print a confirmation report after each transmission (see pages 3.40–3.41).
- Q:** I don't want to install a dedicated phone line for my fax machine, so I've connected the machine to a PBX phone system. When I get a fax call, *all* the phones ring. How do I prevent this?
- A:** Call your PBX manufacturer or telephone company for assistance. They may be able to convert one of the PBX lines for use only by your fax machine.
- Q:** Sometimes when I dial a fax call by using either the optional handset or **MONITOR/CALL**, I don't hear the fax receiving tones from the other machine. Am I doing something wrong?
- A:** When this happens, try pressing **START** (and then hanging up the optional handset if you're using it), as usual. It's possible you're calling an older, non-standard fax machine that *doesn't* emit answering tones. Even a few Group 3 faxes (see "Glossary," page A1.7) on the market sound a *sending* tone but don't sound a *receiving* tone. After you transmit, call the person at the other fax machine's location to see if that person got your document.
- Q:** I inserted a document in the feeder and dialed a fax number, but my machine didn't transmit the document. Instead, "**** Auto Redial ****" now appears on my LCD. What does this mean?
- A:** The remote fax machine was busy, so your machine will try the call again, automatically. As long as it hasn't stored more than 99 delayed commands (counting automatic redials), your machine should still accept commands from you. If it has exceeded this quantity and will accept no more commands, try cancelling one of the delayed commands (see page 3.29). If the machine *still* won't cooperate, keep cancelling commands until it does.

- Q:** The specifications (page A1.2) list an average per-page transmission time, but when I transmit a page it can take much longer. Why?
- A:** We base this specification on transmission of an industry-standard test document called *ITU-T Test Document 1* (sometimes also called the "Slerexe letter"). Fax manufacturers use this method to test transmission speeds. However:
- The pages you send may be darker, or otherwise contain more information, than ITU-T Test Document 1.
 - The transmission time measured for test documents doesn't include *handshake time* — the time during which two fax machines "introduce" themselves to each other and "agree on" the parameters of the call.
 - The specification time is based on the use of normal resolution mode. You may be using fine, superfine or grayscale transmission, each of which takes longer than normal mode.
- Q:** What's a *default*?
- A:** A default is a setting that your machine will always refer to if nothing else is programmed. For example, you can set the default for this machine to send a fax by using its memory. If you set this action as the default, that's how your machine will always send a fax, until you tell it to do differently.

Reports

- Q:** I called the number *011-555-555-1212*, but not all of the digits appear on my transmit confirmation report (TCR). Why didn't the whole number appear? How can I be sure my document went to the right location?
- A:** The numbers you enter using the fax keypad are temporarily stored in a memory "buffer", and it's only the last part of the phone number that the buffer "remembers." An easy way to avoid getting incomplete telephone numbers on your printouts is to store your most frequently used numbers as one-touch keys or speed-dial numbers. These autodialer numbers will appear in their entirety on your TCR.

Receiving faxes

- Q:** My fax never answers. What's wrong?
- A:** Check to make sure your fax machine is properly connected to a working AC power outlet and phone jack. If you're using a second phone with your machine, make sure *it's* connected properly.
- Q:** Sometimes when I answer my machine with the optional handset, I hear a beeping sound that repeats every few seconds. Is this a fax?
- A:** Yes. When you hear these *fax tones*, someone is trying to send you a fax. Next time, press **START** and hang up the handset. Your fax will receive the message.
- Q:** Does my fax machine have to be plugged in to the AC power jack to receive a message?
- A:** Yes. Your phone will ring if the phone line is connected, but you can't receive a fax unless your fax machine is plugged into both the phone jack and the AC power jack. Make sure your fax machine is always plugged in so you never miss an important fax message.
- Q:** Can I receive a fax if I'm using the phone on my machine?
- A:** You can receive a fax from the person to whom you're talking. When that person has a document ready in his/her machine's feeder, press **START**.

Working with your answering machine

- Q:** People have complained that they call my fax machine and hear my answering machine's message, but are cut off before they can send a fax. What happened?
- A:** Any remote fax machine attempting to send a fax must "hear" responding fax tones within 40 seconds after the person at that machine presses the start key. That 40 seconds includes getting the dial tone, dialing the number, "listening" to the pause before the ringing starts and the remote fax machine answering the ring. Only after that time does your message play. That's why we urge you to create a short outgoing message. The shorter the waiting period, the more likely it is that the remote fax machine will proceed with the transmission. Please create an outgoing message on your answering machine that's no longer than 10 seconds (see page 3.8 for a suggestion).

Polling

- Q:** What's the purpose of polling?
- A:** Polling lets you automatically "pull" a document which is set in another fax machine. You can poll whenever you need to retrieve information and don't want the source to pay for the phone call. With polling, you pay for the call and get the information you need.

How your fax machine works

How a fax machine works is simple:

You put a page into your fax machine's feeder and call a fax number. Your machine makes a satisfactory connection with the other machine, and then ...

- *Your machine takes the document.*
An image scanner in your fax machine examines the information on the page.
- *Your machine wraps the document.*
Your fax machine translates the scanned information into a numeric code and compresses the code for the fastest possible transmission speed.
- *Your machine sends the document.*
Finally, your fax machine sends the compressed code.

On the other end of the line ...

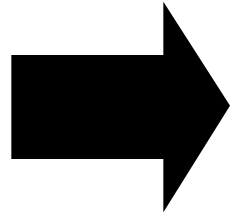
- The remote fax machine *receives* the code.
- Your machine *unwraps* the document.
The remote fax machine uncompresses and deciphers the code, turning it into a representation of the scan your machine made.
- The remote fax machine prints the representation.

The only difference between a regular telephone call and a fax call is the *content* of the transmission:

- On a regular call, your telephone sends your voice.
- On a fax call, your fax machine sends a coded image.

The way fax machines work is regulated closely by the International Telecommunications Union (ITU), an agency of the United Nations. The standards the ITU applies ensure the compatibility of your fax machine with millions of other machines worldwide. However, they also limit the way you can use your machine with other devices, such as telephones and answering machines.

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Specifications

Main unit

General

Type:	Console
Photo conductor:	OPC
Copying system:	Electrostatic Dry Powdered Image Transfer to Plain Paper
Developing system:	Micro-Toning High-Grade System
Fusing system:	Lamp-Heated Roller
Scanning system:	CCD
Document size :	(width × length)
	ADF:
	Maximum 11.0 inches × 17.0 inches,
	Minimum 5.8 inches × 5.0 inches
	FBS:
	Maximum 11.0 inches × 17.0 inches
ADF capacity:	50 sheets (20lb bond paper)
Document thickness:	Single scanning: 42-128 g/m ²
	Duplex scanning: 50-128 g/m ²
Printing paper size:	Multi purpose cassette;
	Fax: Letter □ □, Legal □, Ledger □, Half-letter □ □
	Copy: Letter □ □, Legal □, Ledger □, Half-letter □ □, A3 □, B4 □, A4 □ □, B5 □ □, A5 □ □, A6 □, F4 □, Postcard □, Custom-sized((W)5.5"-17.0" × (L)3.6"-11.7"), DL □, COM10 □, Monarch □, Executive □ □
	2nd paper cassette;
	Fax: Letter □ □, Legal □, Ledger □
	Copy: Letter □ □, Legal □, Ledger □ A3 □, B4 □, A4 □ □, F4 □

	Bypass tray;
	Copy: Letter □ □, Legal □, Ledger □, Half-letter □ □, A3 □, B4 □, A4 □ □, B5 □ □, A5 □ □, A6 □, F4 □, Postcard □, Custom-sized((W)5.5"-17.0" × (L)3.6"-11.7"), DL □, COM10 □, Monarch □, Executive □ □
Paper capacity:	Multi purpose cassette; Plain Paper(20 lb) : 275 sheets Custom-sized paper, Card, OHP, Label: 20 sheets
	2nd paper cassette; Plain Paper(20 lb) : 550 sheets
	Bypass tray;
	Plain Paper(16-24 lb), Custom-sized paper, Card, OHP, Label: 1 sheet
Total memory capacity:	16 MB(standard), 24 MB, 40 MB, 56 MB
Memory backup time:	(Total memory capacity: Backup time) 16 MB: 60 hours 24 MB: 36 hours, 40 MB: 12 hours, 56 MB: 5 hours (Must be charged for at least 48 hours to reach full charge)
Power requirement:	Power: 120v ± 10%, 50-60 Hz.
Power consumption:	Auto power off mode: 4.7 W Sleep mode: 44 W Standby: 170 Wh Memory Transmit: 84 W Receive: 920 W Copy: 920 W Maximum: 1000 W
Weight:	156.2 lb (71.0 Kg)
Dimensions :	Width 23.9 × Depth 27.2 × Height 30.6 (inches)
Environmental temperature:	50°F to 95°F (10°C to 35°C)
Relative humidity:	15 to 85% RH
Drum cartridge life:	74,000 prints or more
Toner bottle life:	11,000 prints or more
	Based on 6% document coverage and three-page interval printing.

Appendix & index

Dual access:	Multitasking
Document set:	ADF: Face Up FBS: Face down
Original reference position:	Center
Paper exit system:	Face down exit system
Printing margin:	Upper: 4 mm, Lower: 4 mm, Right: 4 mm, Left: 4 mm
Smoothing print:	Yes
Receiving paper tray capacity:	250 sheets

Fax communication

Compatibility:	ITU-T Super Group 3, Group3
Modem speed:	33,600, 31,200, 28,800, 26,400, 24,000, 21,600, 19,200, 16,800, 14,400, 12,000, 9,600, 7,200, 4,800, 2,400 bps
Transmission speed:	Under 3 seconds per page*
Phone system:	Public Switched Telephone Network (PSTN) or equivalent
Coding method:	ITU-T-standard JBIG, MMR and MR, Murata-pro- prietary MSE.
Scanning resolution:	(horizontal × vertical): Transmission: Normal 203 × 98 dpi Fine 203 × 196 dpi Superfine 406 × 392 dpi** Grayscale 203 × 196 dpi (Memory Tx) 406 × 392 dpi** (Feeder Tx)
One-touch dial:	78 locations
Speed Dial:	222 locations
Error Correction Mode:	Yes
Polling/Broadcasting:	330 locations / 330 locations
Scanning width:	Letter/Legal; 8.4 inches, Ledger; 10.9 inches
Scanning speed:	Transmission: Normal: 0.8 sec/page Fine: 0.8 sec/page Super Fine: 1.7 sec/page Grayscale: 0.8 sec/page (Memory Tx) Grayscale: 1.7 sec/page (Feeder Tx) Based on letter-sized sheets.

Grayscale:	256-level
Receive reduction print:	Auto (Variable from 100% to 25% by 1% ratio) Fixed (100%, 97%, 91%, 81% or 75%)
Enlarge transmission***:	Variable from 100% to 400% by 1% ratio Fixed (154%, 129%, 121%)

Copy

Printing resolution:	600 dpi (horizontal) × 600 dpi (vertical)
Warm-up time:	60 sec. or less
First Copy Output Time:	5.7 sec. (Based on Letter □)
Print speed:	25 ppm (Based on Letter □)
Multiple copies:	1 to 99 copies
Scanning resolution:	(horizontal × vertical): Copy: Normal N/A Fine N/A Superfine 600 dpi × 600 lpi Grayscale 600 dpi × 600 lpi
Reduce and enlarge:***	Variable from 25% to 400% by 1% ratio Fixed (154%, 129%, 121%, 77%, 64%, 50%)
Scanning speed:	Copy: Super Fine: 2.6 sec/page Grayscale: 2.6 sec/page Other (400 dpi): 1.8 sec/page Based on letter-sized sheets.

* Based on transmission of ITU-T Test Document 1 to a Muratec fax machine. Your transmission times will vary, but your fax machine always will provide the fastest transmission speeds possible under ITU-T guidelines and phone-line conditions.

** In the case that the remote fax has the ability of "406 × 392".

If not, the superfine resolution is "203 × 392", and the grayscale resolution in feeder transmission is "203 × 196".

*** Enlargement is available only with FBS.

Option

Paper Feed Unit (3rd, 4th, 5th paper cassette)

Printing paper size:	Transmission: Letter <input type="checkbox"/> <input type="checkbox"/> , Legal <input type="checkbox"/> , Ledger <input type="checkbox"/>
	Copy: Letter <input type="checkbox"/> <input type="checkbox"/> , Legal <input type="checkbox"/> , Ledger <input type="checkbox"/> A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> <input type="checkbox"/> , F4 <input type="checkbox"/>
Paper capacity:	Plain Paper(16-24 lb) : 550 sheets
Power source:	Supplied from Main unit
Power consumption:	10W or less
Weight:	15.25 pounds
Dimensions :	Width 21 × Depth 21.5 × Height 5 (inches)

Large Capacity Cassette

Printing paper size:	Letter <input type="checkbox"/> , A4 <input type="checkbox"/> , B5 <input type="checkbox"/>
Paper capacity:	Plain Paper(16-24 lb) : 2,700 sheets
Power source:	Supplied from Main unit
Power consumption:	45W
Weight:	36.75 pounds
Dimensions :	Width 21 × Depth 21.5 × Height 11.25 (inches)

Duplex Unit

Printing paper size:	Letter <input type="checkbox"/> <input type="checkbox"/> , Legal <input type="checkbox"/> , Ledger <input type="checkbox"/> , Half-letter <input type="checkbox"/> <input type="checkbox"/>
Power source:	Supplied from Main unit
Power consumption:	21W or less
Weight:	4.5 pounds
Dimensions :	Width 2.25 × Depth 16.25 × Height 10 (inches)

Shift Tray

Shift home position:	Rear of unit
Shift position:	40 mm
Paper capacity:	Plain Paper(16-24 lb) : 250 sheets Custom-sized paper, Card, OHP, Label: 20 sheets
Power source:	Supplied from Main unit
Power consumption:	26W or less
Weight:	15 pounds
Dimensions :	Width 19.25 × Depth 22 × Height 8 (inches)

2-Bin Tray

Paper capacity:	First tray; Plain Paper(16-24 lb) : 100 sheets Second tray (Paper tray of the main unit); Plain Paper(16-24 lb) : 250 sheets Custom-sized paper, Card, OHP, Label: 20 sheets
Power source:	Supplied from Main unit
Power consumption:	26W or less
Weight:	10.25 pounds
Dimensions :	Width 19.25 × Depth 19.75 × Height 8 (inches)

Note: Specifications are subject to change without notice.

Combination chart for copy functions

[illegible]

Function you select last		Reduce/Enlarge			Slecting paper cassette			Selecting paper type	Selecting output tray	Soft Key			
Function you select first		Auto Reduce/Enlarge	Preset Reduce/Enlarge	Zoom	Bypass tray	Multipurpose cassette	Paper cassette	Large capacity cassette	Plain paper	Others	Paper tray	2-Bin tray	Enhanced copy (DocEnhance)
Scanning from	FBS glass												
	ADF	*3	*3	*3									
	FBS & ADF	*3	*3	*3									
Mix Length document		*3	*3	*3									
Multi copy	Sort												
	Non sort												
	Shift non sort												
	Shift sort												
Binding margin													
Erase border													
Erase center													
TopUp Copy													
Negative/Positive													
Last job													
Combine	2 pages -> 1-sided												
	4 pages -> 1-sided												
	8 pages -> 1-sided												
Repeat	2 repeat												
	4 repeat												
	8 repeat												
Series copies													
Duplex Copy	1-sided -> 2-sided	*1											
	2-sided -> 2-sided												
	2-sided -> 1-sided												
	Book (Face)												
	Book (F/B)												
	Booklet												
Directional magnification	Directional Magnification (%)	×	×	×									
	Directional Size Magnification (inch)	×	×	×									
Selecting recording paper	Auto paper select	●			●								
	Manual paper select (standard paper)												
	Manual paper select (other paper)												
	Special sized paper select												
Reduce/Enlarge	Auto Reduce/Enlarge		●	●									
	Preset Reduce/Enlarge	●	●	●									
	Zoom	●	●	●									
Slecting paper cassette	Bypass tray					●	●	●					
	Multipurpose cassette				●	●	●	●					
	Paper cassette				●	●	●	●					
	Large capacity cassette				●	●	●	●					
Slecting paper type	Plain paper									●			
	Others									●			*2
Slecting paper output	Paper tray											●	
	2-Bin tray									*2	●	●	
Soft Key	Enhanced conv (DocEnhance)												●

Blank : means that these functions can be used together.

■ : means that these functions cannot be used together.

● : means that the function you select last will be available.

×

× : means that the function you select first will be available.

*1 : If the document size is changed during scanning,

the reduce/enlarge ratio should be selected manually.

*2 : The copies are delivered to the lower tray.

*3 : Only 25%–100% is available.

Glossary

This glossary contains terms you may encounter when discussing or reading about fax machines. Please use these definitions for reference only. A list of definitions can also be found on the Muratec website at www.muratec.com.

24-hour format — Also called *military format*. A format for keeping time that does not use a.m. or p.m. to distinguish between morning and afternoon. In the 24-hour format, one o'clock in the morning marks 1:00, noon marks 12:00 and midnight marks 24:00. To calculate the 24-hour format, add 12 hours to all times after noon.

For example, 1:30 p.m. would be 13:30 in the 24-hour format; 10:45 p.m. would be 22:45 in the 24-hour format. And 11:15 a.m. would be 11:15 in the 24-hour format.

A3, A4, B4 — Standard stationery sizes defined by the International Standards Organization, an agency of the United Nations. See also *Paper sizes*.

ADF — Automatic document feeder. See *document feeder*.

Alternate number — The number your machine dials after all attempts to the regular number fails. The user programs this alternate number, if so desired.

Answering machine — See *TAD*.

Autodialing — Enables user to store preprogrammed telephone numbers in the unit's memory. Storage capability varies from unit to unit.

Automatic fallback — The ability of a fax machine to slow down ("fall back"), when communicating with another fax which is communicating at a slower rate.

Automatic reduction — Many Muratec fax machines will automatically reduce the size of documents being transmitted to accommodate the effective printing width of the receiving unit. For example, this allows a fax machine with a 10" scanning width to send an image 10" wide to a unit with an 8.5" print width. The receiving fax machine will receive a reduced-size printout of the complete image.

Bit — The smallest unit of information in a computer. Some Muratec fax machines, which are actually computers "dedicated" to telecommunications, allow users to change bits of information to provide or cancel features through software settings.

Bits per second — See *bps*.

Black density — Also called *black coverage*. The amount of non-white area on a page. For example, most regular office correspondence has a black density well under 10%, due to the presence of margins, spaces between words, spaces between lines and paragraphs and even spaces within letters. However, drawings and photographs have a much higher black density, sometimes approaching 100%. The higher a page's black density, the more slowly a fax machine sends it.

Broadcast — A fax transmission in which a single document is sent to more than one location.

bps — Bits per second. Used to express the speed of transmission of data. Because fax transmission treats a document as a graphic image rather than as a series of alphabetic and numeric characters, bps does **not** correspond to the number of characters transmitted per second.

Byte — A group of digital elements, usually sent as eight bits to the byte.

Call reserve — Also called *call request*. An ITU-T standard fax feature which allows a user to request voice communication prior to, during or after transmission.

Call-waiting service — An optional telephone company service that alerts you to another incoming call when the phone is already in use. Call-waiting signals often cause interruption of fax transmission or reception.

Caller ID — Optional service provided by your local telephone company that allows you to see a display of the number (phone or fax) that is calling.

CCITT — See *ITU-T*.

CCD, CIS — Charged coupled device, contact image sensor. Two types of scanning mechanisms used in some Muratec fax machines. The CCD "reads" fluorescent light bouncing off a document. The CIS uses a flat bar of light-emitting diodes (LEDs).

Command queue — The "list" your machine keeps of all its pending commands.

Command number — The number your machine gives to each "job" it is programmed to complete. You must know the command number in order to cancel or change any of the machine's jobs that it stores.

Compatibility — The term "compatible" describes the ability of separate things to function together. Your Muratec fax machine features ITU-T Group 3 compatibility, the modern standard for worldwide communication.

Confidential transmission — See *SecureMail*.

Confirmation report — See *RCR* and *TCR*.

Continuous polling — See *Polling*.

Copy mode — Allows your fax machine to be used as a convenience copier.

Cover page (automatic) — A small, user-created message; can be the first page of every transmission.

Database polling — See *Polling*.

Data compression — Used in digital fax machines to speed transmission. See also *Digital fax*, *MH* and *MSE, SMSE*.

Default — The setting your machine will always refer to if no other action has been programmed. For example, you can set the default for this machine to send a fax by using its memory. If you set this action as the default, that's how your machine will always send a fax, until you tell it differently.

Delayed command — Transmission or polling operation set by the user to occur later, automatically, at a predetermined time. Great for reducing costs by making fax calls during times when telephone costs are lowest, such as late at night or on weekends.

Digital — Using the binary system (which uses a combination of *0s* or *1s*) to describe everything, so that *0* means *off* and *1* means *on*; digital fax machines convert the graphic image of your document into a series of zeros and ones by using the binary system of transmission to encode black and white occurrences. This increases transmission speed by passing over white spaces. See also *White-line skip*.

Digital fax — Unlike analog systems that scan every portion of a document, digital fax machines survey a document's overall picture content. Digital fax machines scan a line and convert the information into a binary code of zeros and ones. The fax machine takes this information and compresses it, providing high transmission speeds. Many Muratec units offer proprietary methods for faster transmissions between Muratec-manufactured units (see also *MSE, SMSE*).

DIP switches — Dual in-line package switch; a two-position on/off switch. Many Muratec fax machines include DIP switches to control optional settings or features.

Document feeder — The adjustable slot into which users place documents for faxing or copying.

Effective printing width — The widest image that can be printed on a fax.

Effective scan width — The maximum width the scanner in a fax can scan during transmission.

F-Code — A fax-industry standard created by the ITU-T for sub-addressing/password-based communications. Because F-Code is an industry standard, Muratec fax machines as well as all ITU-T equipped fax machines from other manufacturers can communicate with each other using sub-addressing.

Facsimile (or fax) — A form of communication involving the scanning and decoding of a document into electrical signals and transmitting of the document, over telephone lines to another device. This device then reconstructs the signals to produce an exact duplicate of the document. Also, a machine that performs such communication.

Fallback — Group 3 fax machines operate at the highest transmission speed possible on a given telephone line. Muratec systems offer automatic fallback; if line quality drops during transmission, the fax machine will reduce speed to the fastest possible level.

File number — A number the machine gives to each document it stores for a batch, F-Code or polling operation.

Fine resolution — 203H × 196V lpi. Also shown as G3F ("Group 3 fine") on some fax units.

Grayscale — Not a level of resolution, but a method of scanning and transmitting halftone images. Fax machines with grayscale abilities interpret photographs in levels of gray between white and black. The transmitting fax machine must have grayscale ability to send a photographic image accurately, but the receiving machine does not need it to print the image.

Group 3 — Refers to fax machines that use digital encoding. These units transmit one page in less than one minute and produce resolution of 203 × 98, 203 × 196, or 406 × 392 lpi.

Halftone — See *Grayscale*.

Handshaking — An exchange of data between telecommunications and/or computer equipment that "introduces" two systems to each other. For example, faxes use a handshaking protocol to identify the ITU-T group of each unit and to begin fax communication.

Hub — See *Relay broadcasting*.

Hz (or Hertz) — A measure of frequency equal to one cycle per second. Used in the specifications for a fax machine, it identifies the AC power the unit requires.

ITU-T — International Telecommunications Union – Telecommunications Sector. (Formerly known as *CCITT*, for *Consultative Committee for International Telegraph and Telephone*.) A telecommunications forum for member countries of the United Nations whose Study Group XIV established the primary groups for fax equipment, covering communication protocol and transmission. Muratec Group 3 fax machines offer the fastest transmissions allowed by the ITU-T when communicating with other Group 3 units.

ITU-T Test Document 1 — Also called the *Slerexe* ("slehr-rehks") letter; An ITU-T standard document with a known black density which fax makers often use to test transmission speeds of their fax machines. Published transmission speeds are also based on this document.

ITU-T v.29 and v.27 ter. — A standard set of communication procedures allowing fax machines to talk to all other units adhering to those standards.

JBIG — Joint Bi-level Image experts Group, the new ITU-T standard image data compression method. As JBIG compresses the data more efficiently than MMR, it is especially effective when transmitting halftone (grayscale) image document. (Of course, the compression ratio may vary with the image data.)

Laser printing — A plain-paper printing system. Toner is attached to a charged drum and an image is transferred onto plain paper through electrical currents, then fused with heat and pressure to produce a dry, permanent printout.

LCD — Liquid crystal display. Used on some Muratec units for status displays.

Leased line — See *Private line*.

Load number — A number assigned to telecommunications equipment used in Canada; designed to help prevent overloading on a telephone circuit. See also *Ringer equivalence number*.

Location ID — See *Station ID*.

lpi — Lines per inch. The way fax image resolution is measured. (For example, see *Normal resolution*.)

Memory — Internal document storage. In Muratec fax machines, random access memory in the form of computer chips is used to store and hold documents for transmission and to hold some documents that have been received.

Memory overflow — A message that appears on the machine's LCD when the current operation requires more of the machine's electronic memory than what is available.

MH — Modified Huffman, the standard ITU-T Group 3 data compression method. A one-dimensional coding scheme that compresses data in a horizontal direction only. A feature of all Muratec fax machines, MH assures transmissions faster than one page per minute when communicating with other Group 3 units, regardless of manufacturer. See also *MR, MMR, MSE, SMSE*.

Military format — See *24-hour format*.

Modem — Modulator-demodulator. A device that converts digital data, like information from a fax machine, into an analog signal for transmission over ordinary telephone lines. A modem is included in a fax machine and allows it to be connected directly to a PSTN telephone line.

MR — Modified Read, an ITU-T Group 3 standard data compression method. A two-dimensional coding scheme that compresses data in both horizontal and vertical directions and allows for faster transmission when communicating with other Group 3 units, regardless of manufacturer. See also *MH, MMR, MSE, SMSE*.

MMR — Modified Modified Read, an ITU-T Group 3 standard data compression method. A two-dimensional coding scheme that compresses data in both horizontal and vertical directions and allows for faster transmission when communicating with other Group 3 units, regardless of manufacturer. See also *MH, MR, MSE, SMSE*.

Monitor — A speaker in most Muratec fax machines which allows the user to hear the dialing process. This is not a speakerphone, because it has no microphone for speaking to the person being called. For regular two-way voice communication, users must use the optional handset. See also *On-hook dialing*.

MSE, SMSE — Muratec's proprietary data compression methods, allowing a Muratec-manufactured fax machine to transmit more quickly when communicating with another Muratec-manufactured unit. MSE and SMSE are features on many Muratec fax machines. See also *MH, MR, MMR*.

Normal resolution — Shown as "norm"; 203H × 98V lpi. The default resolution mode for all Muratec fax machines.

One-touch dialing — Allows the fax user to store frequently used fax numbers for dialing with the touch of one key. See also *Autodialing* and *Speed-dialing*.

On-hook dialing — Dialing numbers by using the keypad on the fax unit without lifting a handset. On most Muratec fax models, the user can do this either silently or by using the monitor. See also *Monitor*.

Original document size — The largest (or smallest) document that can be fed safely through a fax machine.

Override — To change existing settings.

Paper sizes — All are width × length:

Letter-sized = 8.5" × 11.0" (216 × 279 mm)	Legal-sized = 8.5" × 14.0" (216 × 356 mm)
A5 = 5.8" × 8.3" (148 × 210 mm)	B5 = 7.2" × 10.1" (182 × 257 mm)
A4 = 8.3" × 11.7" (210 × 297 mm)	B4 = 10.1" × 14.3" (257 × 364 mm)
A3 = 11.7" × 16.5" (297 × 420 mm)	

Passcode — A four-digit code-number. On your fax machine, the protection passcode lets the user limit access to fax operations, as well as certain settings and even documents readied for polling (in the case of polling, only calling machines whose users enter the proper passcode will be able to poll the document.)

PBX (or PABX) — Private branch exchange; privately-owned telephone equipment serving a particular building, business or area. Many PBX systems use digital transmission lines which, unlike more common PSTN lines, are not compatible with fax machine use. The user should not connect a fax unit to a PBX without first checking with the system manufacturer or service representative.

PCL — Page Control Language. An industry standard for printer control. Some Muratec fax machines include or offer PCL-compatible printing for Windows-based personal computers.

Platen — A traditional copier-style top to a fax machine or digital copier. Some Muratec fax machines and multifunctional products include a platen top, allowing you to fax from books and other awkward sources.

Polling — Automatic transmission to a calling remote fax, or reception of a document from a remote fax set for this operation. Polling is convenient whenever a central unit must receive information from one or several remote faxes. The caller bears all telephone charges and prevents several remote units from calling at the same time. See also *Secure polling*.

Private line — (Or *leased line*.) A service offered by many telephone systems; provides an exclusive phone circuit between two geographic points. A Muratec fax does not require a private line. See also *PSTN*.

Proprietary — Non-standard. In fax, refers to a feature which works only in communications between fax machines that are the same brand.

PSTN — Public switched telephone network; the most common type of telephone lines and service in use, in contrast to private or leased lines. A Muratec fax provides fast, reliable data transmission over a PSTN line, and does not need a special or dedicated telephone line. See also *Private line*.

QuadAccess® — Muratec's QuadAccess allows your Muratec fax machine to perform four or more tasks simultaneously without slowing.

RCR — Receive confirmation report. An RCR is your assurance that the document you transmitted was received. The RCR prints after your transmission, identifying the receiving unit and recording the date, time, transmission mode, number of pages sent and the result. The RCR is an exclusive feature of Muratec fax machines and is available only when transmitting to other, compatible Muratec fax machines. See also *TCR*.

Receiver ID — See *Station ID*.

Redialing — The dialing again, either manually or automatically controlled, of the most recently dialed fax or phone number. Automatic redialing follows an unsuccessful dialing attempt.

Relay broadcasting — Lets some Muratec fax machines store a document in internal memory, transmits the document to the memory of a remote “hub” fax and then instruct that unit to relay (re-transmit) the document to each fax in a call group in the “hub” unit. This feature speeds extremely high-volume fax communication and allows a single command to initiate document transmission to hundreds of preprogrammed fax locations. It also saves phone charges for the originating machine. Your machine can initiate a relay broadcast.

Remote fax machine — The machine on the other “end” of a fax communication.

REN — See *Ringer equivalence number*.

Resolution — The resolution of documents transmitted or copied by fax machines is measured by the number of horizontal (H) and vertical (V) lines per inch (lpi) the unit can print. A Muratec unit may offer one or more of these resolution levels:

Normal	203H × 98V lpi
Fine	203H × 196V lpi
Superfine	203H × 392V lpi

Some Muratec units also offer grayscale transmission (see also *Grayscale*) for accurate reproduction of photographs and other shaded originals.

Ringer equivalence number — Also called *REN*. A number assigned to telecommunications equipment used in the United States; designed to prevent overloading on a telephone circuit. See also *Load number*.

Scanning width — See *Effective scanning width*.

SecureMail — Allows a Muratec fax user to send a document to or receive one into (usually something confidential) an “electronic mail box.” The transmission is protected at the receiving Muratec fax by an access code; the receiving fax prints the document only when an authorized user enters the code.

Secure polling — Polling in which preset passcodes are checked between two machines before polling is allowed to take place.

Speed-dialing — Allows the fax user to store frequently used fax numbers for dialing with the touch of three keys — an identifier key (either * or #) and then a three-digit code — for each number. See also *Autodialing* and *One-touch dialing*.

Station ID — (Also called *Location ID* or *Receiver ID*.) An autodialer feature which lets the fax user enter a descriptive name to correspond with the number in an autodialer entry. For example, rather than entering only 1-972-555-3465, the user can enter that number and a name, such as *Dallas Branch Office*. (Many Muratec models with this feature allow entry of both upper-case and lower-case letters, for greater ease of reading.)

Subaddressing — An ITU-T standard allowing fax machines to specify special delivery characteristics of a transmission. For example, subaddressing allows fax machines from different manufacturers to send and receive messages into confidential memory mailboxes, or to retrieve specific files from polling memory.

Subscriber ID — A fax machine’s telephone number, as identified by a user setting. See *TTI*.

Super Group 3 — An extension of Group 3 fax technology standards, allowing the use of high-speed v.34 bis modems for 33.6 Kbps transmission and high-speed protocols for rapid handshaking.

Superfine resolution — 203H × 392V lpi. Your Muratec fax machine’s superfine transmission mode is Group-3-compatible, not the more limited proprietary version.

TAD — Telephone answering device, or answering machine. Records incoming voice messages for playback. You can connect a TAD to a Muratec fax machine and use the two on one phone line.

TCR — Transmit confirmation report; this provides proof that your Muratec fax did send the document you set for transmission. Printed after transmission, the TCR also identifies the telephone number to which the fax sent the document, plus the actual time of transmission and how many pages the unit transmitted. See also *RCR*.

Thermal (paper) printing — A thermal head heats chemically treated, thermally sensitive paper in patterns conforming to the image the machine has scanned, creating a printed image. Thermal paper’s tendency to discolor and fade, in addition to its curliness and the usual difficulty in writing on it, have made this method considerably less popular than plain-paper fax printing — particularly as plain-paper fax machines have dropped sharply in price.

TriAccess — Muratec’s TriAccess allows a Muratec fax machine to perform three or more tasks simultaneously without slowing.

TTI — Transmit terminal identifier. A user-programmable line of information sent automatically with every page a fax machine sends; it appears at the top of each page printed by the receiving unit.

Transmission speed — How fast a fax machine is sending a fax document. This speed depends upon the modem speed of each unit, the resolution setting, the content of the document, the encoding technique and the condition of the phone line (clean, noisy, etc.) Any change in any one of these five conditions will affect the speed, sometimes significantly.

v.29 and v.27 ter — A standard set of communication procedures allowing fax machines to talk to other units using those standards. Specifically, these standards cover fax transmission at 9600 bps or slower.

v.34 — An international standard for fax modems — and other modems — with transmission speeds of up to 28.8 Kbps. The v.34 protocol is sometimes referred to as “v.Fast”, because it represented a significant increase in possible transmission speed compared to the transmission protocol it replaced.

v.34 bis — A faster version of the v.34 standard, and sometimes referred to as “v.34 Plus” or “v.34 +”. The v.34 bis protocol allows transmission at up to 33.6 Kbps, and represents the current maximum standard transmission speed possible under ITU-T Group 3. (The term “bis” is French, and designates the “second” version of the protocol.)

White-line skip — A technique used to speed up fax transmission by bypassing redundant areas, such as white space.

Limited warranty

This warranty is made by Muratec America, Inc. (hereafter referred to as "Muratec"). This warranty is valid only on Muratec products purchased and used in the United States of America. This warranty applies to the product only while owned and used by the original purchaser ("Customer"). If ownership of the product is transferred, this warranty terminates. This warranty does not apply to any product in use for rental purposes.

This Muratec product is warranted against defects in material and workmanship for ninety (90) days commencing the date of original Customer purchase. If the product is defective in material and/or workmanship (normal wear and tear excepted) during the warranty period, Muratec or its authorized representative will, during Muratec's established service availability hours, make necessary adjustments and repairs, including, at Muratec's option, installation of replacement parts. Muratec's service availability hours are 8:30 AM to 5:00 PM (Central time) Monday through Friday, excluding Muratec-recognized holidays. Muratec will complete the necessary adjustments and repairs within a reasonable time period, as dictated by the nature of the problem and by Muratec's service schedule. Replacement parts may have been used and/or reconditioned. Parts that have been replaced will remain the property of Muratec. This warranty is subject to the OBLIGATIONS and EXCLUSIONS set forth.

Obligations

1. This warranty will be honored only on presentation of the original dated authorized Muratec bill of sale or Muratec dealer bill of sale or sales slip to an authorized Muratec service representative or service center. For the name of your authorized service center, contact Muratec (from the United States, call 1-972-364-3350; from Canada, check your in-box materials for the number to call).
2. During the warranty period, the Customer must notify Muratec by telephone of any defective product material and/or workmanship.
3. Transportation (including prepayment of freight and insurance charges) of the product to and from an authorized service center, designated by Muratec, is the responsibility of the Customer.
4. If Muratec provides maintenance or responds to a call which is outside the scope of this warranty, such maintenance shall be billed to the Customer at Muratec's then-current rates for maintenance and parts and shall be due and payable in full upon receipt of invoice.

Exclusions

1. This warranty shall not cover a product with missing or altered original identification marks.
2. This warranty applies only to products that the purchaser has properly installed, adjusted and operated in accordance with the instructions set forth in or provided with product literature. This warranty does not apply to any product which has been subjected to tampering, alteration, misuse, abuse, neglect, improper installation or transportation damage. Nor does it apply to costs for any service requested for demonstration or to confirm proper operation of this product.
3. The warranty shall not apply to adjustments, repairs or replacements necessitated by any cause beyond the control of Muratec (whether foreseeable or not) including, but not limited to, any malfunction, defects or failure caused by or resulting from any of the following: improper unpacking or installation, unauthorized service or parts, or improper maintenance or cleaning, modification or repair by the Customer, accident (including, without limitation, unavoidable accidents), fire, flood or other Acts of God, improper telephone or electrical power or surges thereof, interconnection with or use of non-compatible equipment or supplies (including paper), or placement of the product in an area which does not conform to Muratec space, electrical and/or environmental requirements.
4. Muratec will not be required to make adjustments, repairs or replacements if the product is installed or used at a location deemed by Muratec to be hazardous to health or safety, or if Muratec is not provided with free and reasonable access to the product and a telephone during service availability hours, or if the product location is not accessible by an authorized Muratec service vehicle.

EXCEPT AS EXPRESSLY SET FORTH ABOVE, AND EXCEPT TO THE EXTENT PROHIBITED BY APPLICABLE LAW, MURATEC MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED (INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTY ARISING FROM COURSE OF DEALING OR USAGE OF TRADE), AND MURATEC EXPRESSLY DISCLAIMS ALL WARRANTIES NOT STATED HEREIN. IN THE EVENT THE PRODUCT IS NOT FREE FROM DEFECTS AS WARRANTED ABOVE, THE CUSTOMER'S SOLE REMEDY SHALL BE REPAIR OR REPLACEMENT AS PROVIDED ABOVE. UNDER NO CIRCUMSTANCES SHALL MURATEC BE LIABLE TO THE CUSTOMER, OR TO ANY USER, FOR ANY DAMAGES, INCLUDING ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, EXPENSES, LOST PROFITS, LOST SAVINGS OR ANY OTHER DAMAGES ARISING OUT OF THE USE OR INABILITY TO USE THE MURATEC PRODUCT, EVEN IF MURATEC OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Some States do not allow the exclusion or limitation of incidental or consequential damages, and some States do not allow limitations on how long an implied warranty lasts, so the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from State to State.

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MML item number: D84-90560-60
MAI order number: OMMFX2530



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